

EXECUTIVE AVIATION UPDATE

July 20, 2021

TO: All Airports Team Members

FROM: Team Experience

A whole new way of reporting absences!

To make absence reporting easier for you and to speed up notifications to our operational leaders when someone will be away, we are changing the way absences will be reported.

Effective, August 16, 2021, we will eliminate the toll-free attendance line and move to online reporting via your mobile device or a computer.

You will access the online reporting tool in one of the following two ways:

QR Code



Or this web link:

<https://forms.office.com/r/y4gRHKJXAv>

The online form gathers your name, where you work, the shift(s) you will be absent for and a contact number so that your leader or their designate can follow-up to see how you are doing.

Within the next several weeks, your leader will be providing you with a fridge magnet and a wallet/purse card with the QR code and web link, so that you always have access to the Absence Reporting tool.

Remember, you need to advise us a minimum of 2 hours in advance of any absence.

Until August 16, please continue using the toll-free absence reporting phone line.

If you have any questions, please contact your leader.

Best Regards,

Steve Platt

Director – Brand Experience