Sick Leave Protocol

STEP 1

Appointment? Sick? Emergency?

Claim your sick hours by sending an email or phone call, letting us know that you'll be out. It's important to tell your facility supervisor as well. After, print out a sick timesheet from our website.

STEP 2

Signing Documents

Please bring your sick timesheet to your supervisor for their approval to be ready for payroll processing.

STEP 3

Submit Sick Timesheet

Submit your sick timesheet along with your other timesheets when timesheets are due. The sick timesheet indicates to payroll that you want to claim sick hours. Fax: 818-831-1126. Email: email@qualitytempstaffing.com

STEP 4

Multiple Days?

If you are taking more than one day off, you must call Quality each day to report your absence. These absences should be included on your timesheet if you want sick pay.

STEP 5

After Hours?

We have a 24/7 phone answering service. Feel free to leave a voicemail if we are not able to get to you after hours. A representative will be able to help you within 24 business hours.