

# REPORTING AN UNSCHEDULED ABSENCE

## **MOSCOW - ELECTRONICS PLANT EMPLOYEES**

Call: (563) 724-3715 (*Electronics Plant Land Line*)  
(Ask to speak with your Supervisor.)

If no answer, call: (563) 271-4373 (*Attendance Department Cell Phone*)  
(Leave a detailed voicemail describing your excuse.)

## **MOSCOW - MAIN PLANT - 1ST SHIFT EMPLOYEES**

Call: (563) 724-3396 (*Main Land Line*)  
(Ask to speak with your Supervisor.)

If no answer, call: (563) 271-4373 (*Attendance Department Cell Phone*)  
(Leave a detailed voicemail describing your excuse.)

## **MOSCOW - MAIN PLANT - 2ND SHIFT EMPLOYEES**

Call: (563) 724-3396 (*Main Land Line*)  
(Ask to speak with your Supervisor.)

If no answer, call: (563) 343-4288 (*2nd-Shift Foreman Cell Phone*)  
(Leave a detailed voicemail describing your excuse.)