

Turnip Rose CAFE

YOUR NEIGHBORHOOD CAFE

02/20/17

TR Café Team!

Time Off Request

If you are requesting time off please your request submit by email and always know that it is only a request and must wait for approval. **Do not assume you are off. Please submit all emails to nvanore91@gmail.com.**

Your request must be submitted at least 7-10 days prior in order to be considered. Every effort will be made to accommodate your request.

Switching Shifts

Switching with another staff – needs Assistant Manager’s approval only; and that each person switching must be qualified to work the hours and the station assigned. Once you find the person to switch with; send a text/email to Natalie (909)573-5369 with “BOTH” agreeing to accept the switch. Only then an approval will be sent if there are no hiccups to prevent the switch.

If it is an emergency – contact the General Manager (Kelly) or the Shift Manager on that day.

Thank you,

Natalie Vanore
Assistant Manager
Turnip Rose café
“Excellence In Motion”

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