

Module 2 Activity: Attendance at Work Scenario

The following activity is adapted from the Restaurant Ready curriculum, Personal Responsibility Competency, page 33, scenario #3.

The participant and his/her Career Counselor will complete this scenario activity together.

Career Counselors should observe to ensure the participant demonstrates that he/she understands:

1. Supporting the rules of the organization.
2. Following the rules without supervision.
3. The consequences of not following the rules.

Directions:

The Career Counselor will provide the following scenario for the participant to think about. Then the Career Counselor engages the participant in guided discussion.

Optional: To help the participant prepare to discuss the scenario, he/she could be asked to write out their thoughts for three to five minutes before discussing it with the Career Counselor.

Scenario:

You are in your third month at your new job, and you have earned one paid vacation day so far. Your birthday is coming up, and your friends have planned a fun, three-day weekend together. The problem is, you are scheduled to work every weekend, and you only have that one paid vacation day available. Based on what was in the “Understanding Employer Rules and Policies for Attendance at Work” module, explain to your friends why the three-day weekend birthday plan isn’t going to work out.

Guided Discussion

The Career Counselor listens to participant share, and provides them with prompts as needed, to lead discussion towards participant's demonstration of the following positive behaviors.

The Career Counselor should make sure the participant:

1. Understands the consequences of not following organization rules and vacation leave.

EXAMPLE: "If I just call out without permission, I might get my hours cut, or worse, get fired."

2. Makes statements and uses tone conveying the importance of the job and the importance of being a reliable employee.

EXAMPLE: "I can join for one of the days using my paid vacation day. But I can't join for all three days. My job is important to me. I need to show that I'm willing to play by the rules and will be available when they need me."

3. Indicates understanding that not following rules impacts the organization.

EXAMPLE: "I do not want to let my co-workers down by not showing up for an unplanned and extra vacation day."

EXAMPLE: "It doesn't seem fair. If I take an extra day, one of my coworkers might not be able to take a day off. Other people need days off as well."

Extended Thinking

The Career Counselor asks, "What other options can you think of instead of just cancelling the three-day birthday plans?" Then listen for ideas from participant, and/or prompt them towards ideas which align with following the policies, such as:

- Postpone the three-day trip until I have accumulated two more paid vacation days.
- See if anyone can switch shifts with me. Then, speak with my supervisor, requesting to take my one paid vacation day plus the two other days off where I have found coverage.
- Shorten the birthday plans to two days. One day would be a day I'm not scheduled to work, and the other day would be the paid vacation day.
- Shorten the birthday plans to one day when I'm not scheduled to work and save my paid vacation day for later.

Signs that Objectives Have Not Yet Been Met

Career Counselor listens for demonstration of any negative behaviors from participant and guides discussion towards a better understanding of the objectives. Negative behaviors to listen for include:

- Not demonstrating an understanding of the vacation rules.
- Making negative statements about the organization rules and vacation leave policy.
EXAMPLE: "I can't. They have these stupid rules..."
EXAMPLE: "It's unfair, but the rule says..."
- Not demonstrating an understanding of the consequences of breaking the rules.