



Key Points - Arriving to & Leaving Work on Time

Arriving:

1. Ask your supervisor what time you are expected to arrive at work each day. Write it down.
2. Aim to be at work 5 to 10 minutes before your start time. Ask your supervisor where to park if you are driving.
3. Ask your supervisor if you need keys and/or an identification card.

Leaving:

1. Do not leave a job early without first asking your supervisor if there is more work for you to do.
2. You might have to stay at work until your scheduled time ends, even when you don't have anything to do. That is the supervisor's decision.
3. You might not be allowed to work longer than your scheduled hours. That is the supervisor's decision.
4. If you do stay late, make sure you are safe.
5. Make sure you know how to lock up and operate the alarm system if necessary.