



With being part of the Xtreme Team, we rely on each other to get the job done effectively. Your dependability and commitment to being at work are crucial to our success, and we greatly appreciate your efforts. However, we understand that there will be occasions when being absent, late, or leaving early is unavoidable.

When such situations occur, it is essential that you promptly notify both your DOS supervisor and us at AppleOne. This email is to clarify our procedure for call-ins so that we don't have any misunderstandings, miscommunications, or inconsistencies among the departments.

- You must notify your DOS supervisor before your scheduled shift starts and explain the reason for your absence and the expected time and date of your return to work. In emergencies, notification should occur as soon as practicable.
- Notification should be made by phone or text to your DOS supervisor's designated number for call-ins. Please note that email or Teams notifications are not accepted by DOS supervisors.
- Notification should also be made to AppleOne via e-mail at XtremeTeam@AppleOne.com as well as ensuring an electronic [Time Off Request Form](#) is completed which can be found on the **Payroll** tab at www.appleone.com/DOS.
- Additionally, please be aware that absences of 3 consecutive days without notification will be considered job abandonment, and you will be considered to have voluntarily terminated your employment.

Please also review the [Handbook](#) on the first tab at www.appleone.com/DOS to further review time off policies, including unpaid time off not generally being permitted. AppleOne and/or your DOS supervisor may provide warnings and/or end assignments if unapproved unpaid time off is taken.

We appreciate your cooperation with this notification procedure and your continued dedication to our team.

This information is exclusively for AppleOne Federal Service Contract Associates working on pre-approved assignments at U.S. State Department locations. No employees of any kind of AppleOne and/or any of its affiliate companies may use or reference this site for any reason whatsoever.

If you ever have any questions regarding your employment with AppleOne while working as a Federal Service Contract Associate including, Payroll, Human Resources or anything at all, please do not hesitate to contact us at the numbers and/or e-mail listed below.

(866) 493-8343

www.appleone.com/DOS