Presence & Punctuality

You are responsible for being present in the lab at the time of your shift. It is absolutely mandatory that you arrive on time for your shift. If you absolutely cannot make it, it is mandatory that you find a sub as early as possible. This can be anyone in the lab, as long as they are able to do the work you would do on the shift. It is not acceptable to skip your shift or to call the morning of the shift to say that you won't be coming, unless you have found a sub.