



# HOME LOANS

## Office Policy

**Office Hours:** *(unless different hours have been discussed and agreed upon with your supervisor)*

9:00am-6:00pm Monday-Thursday

9:00am- 5:00 pm Fridays

**Lunch Hour:** 1- hour lunch break, anytime between 11am-1pm *(lunch breaks should be taken in rotation. (There should always be at least 2-3 people in the office to capture inbound leads)*

**PTO:** Please scheduled PTO days at least one week in advance. To make your PTO request, please send a calendar invite to your Operations Manager, Branch Manager, and Brice Ruthart.

If you need non-scheduled PTO or to call in sick, please contact your Operations and or Branch Manager. Failure to notify your supervisor could result in termination.

**Sick Days:** If you are not feeling well, please do not come into the office! Please notify your Operations and or Branch Manager each day of your absence. If you miss more than 2 consecutive workdays you will be required to provide a doctor's note.