**Calling in Sick**

Talking to a Supervisor Practice C

*Practice the script with your partner. Please note* ***bold*** *sections.*

Receptionist: Good afternoon, Staff Solutions. Ann speaking, how can I help you? Nicole: Good morning, Ann. **This is Nicole Ming. Can you transfer me to Teresa**

**Moore’s extension?**

Receptionist: Sure, Nicole. Please hold while I connect you. Nicole: Thanks.

Ms. Moore: This is Teresa Moore.

Nicole: Hi Ms. Moore, **this is Nicole Ming**. **I am calling to let you know that I woke up with a very bad headache this morning.** I need to stay home. **Can I take the day off?**

Ms. Moore: Sorry to hear you are not feeling well. You have plenty of sick time and can take the day off to rest and recover.

Nicole: Thank you. I hope my absence doesn’t cause a problem. As you know, I am working on project and we were supposed to meet today. **Would I be able to work extra hours to make-up the time and maybe meet with the group?**

Ms. Moore: That might be OK. We can talk about that once you return to work. Nicole: That sounds great. Do I need a doctor’s note?

Ms. Moore: You only need to bring a doctor’s note if you plan to be absent for more than 3 days.

Nicole: I’m glad to hear that, since I was not planning to see a doctor. **I really apologize for the inconvenience.**

Ms. Moore: No need to apologize. It is important to take care of your health.

Nicole: Yes. I agree. Since we were having a project meeting. Is there anyone else I need to call?

Ms. Moore: No. I will notify the team that you will not attend the meeting. You can focus on getting better.

Nicole: Thank you. **I will be ready to return to work tomorrow.**

Ms. Moore: That sounds good. Take care of yourself. Nicole: **Thank you. I appreciate that.**

Ms. Moore: Okay, take care and goodbye.