HOW JOB SAVVY ARE YOU?
(PAGE 75, JOB SAVVY, 5TH EDITION)
ANSWER KEY

1. No; take aspirin and go to work. If the headache continues at work and you cannot perform your responsibilities, you can always leave.

2. It depends; if you stay home every time your child is ill, you may miss too much work and become an unreliable employee. Therefore, differentiate between a serious illness and a cold. Prearrange with someone to agree to stay with your child if they are home from school with a common illness.

3. No; you can always take a taxi or see if there is a coworker who can give you a ride home. However, you should call in and let your supervisor know you might be late (especially if you are having your car towed to a service station before you go to work).

4. Yes; no one wants you to go to work and infect your coworkers.

5. It depends; emergency situations may arise; however, whenever possible arrange meetings during your off hours. If there is no other time available, you could ask your supervisor if you could schedule the meeting during your lunch period, knowing you may have to take a little more time during lunch.

6. Yes; take care of your important family matters, but be reasonable and only take the time you absolutely have to.

7. No; you already have a job. Ask your brother to get a different baby sitter.

8. No; leave your personal business behind when you come to work.

9. This depends upon the type of job you have and the severity of the sprain. In some cases you will be able to elevate your ankle at work.

10. No; visit your sick friend after work.

11. It depends; if you have to take care of a specific piece of business, then you must do it. However, if you have some latitude, choose a different time to take care of the business. In the worst case, you may have to come in a little late or leave a little early.

12. No; get glasses on your own time.

13. Yes; take care of what you have to.

14. No; drink less.

15. Yes; religious holidays are acceptable days to take off from work.