ATO language:

While on ATO, it is important that our department is able to reach you as needed during normal business hours of 8:00 a.m. to 5:00 p.m. Therefore, during the ATO period you should be available and accessible, via phone. If you are not going to be available at the phone number you have on file, please call **Mr./Ms. Supervisor** at **(###) ###-####** with the phone number where you can be reached.