

Time Off Policy

Human Resources and Employee Note

1. When requesting a half or full day off the request must be submitted the day prior before 12:00pm.
2. When requesting three to seven days off the request must be submitted three full business days prior to taking the time off.
3. When requesting seven or more days off the request must be submitted seven full business days prior first day off.
4. If the time frame above is not met, the requested time off will automatically be denied by Human Resources , unless the appropriate manager has evaluated the circumstances and overrides the denial.
5. If a coworker agrees to cover a shift, he or she must sign the **Time Off form** located online. HR will not approve the requested time off if this form fails to be signed. Please have the complete form signed before submitting it into HR with the person who is covering your shift and your manager's signature.
6. If requested dates off need to be modified, the employee will need to submit a new Time Off request with signatures from all parties.
7. If for any circumstance an employee (including managers) need to leave before the end of their shift, the employee must communicate to their appropriate manager and HR before leaving. The employee must sign the **Leaving Early form** located outside of the HR office. If an emergency arises employees are still responsible to communicate to their appropriate manager, at this point, the manager is responsible to communicate the absence of employee to HR. It is the manager's responsibility to accommodate to the employees' work when an emergency occurs; therefore, the manager must complete the **Leaving Early** form for the employee.
 - a. If the manager fails to report to HR or complete the form, there will be consequences which could lead to a write up.
 - b. If the employee fails to communicate to their manager or HR that he or she is leaving early, this will lead to a write up.
 - c. Managers have the responsibility to distribute the work of their absent employee amongst the department's employees. If the work is not distributed, the manager is responsible for covering them for the day.

Employee note

1. Employee who is covering for the employee who has requested time off, is taking full responsibility to complete all of their daily tasks when the Time Off form is signed.
 - a. While covering, email handling policy applies and mishandling or missed email will lead to 25/75% deduction in DKP. Time off person will lose 25% and covering

person will lose 75% of the DKP based on the write up. Unless one party agrees it is 100% their mistake, all DKP deduction will apply to one.

2. Coverage Responsibility

- a. 1st Example, If John agrees to cover for Lisa when she is off and John fails to answer Lisa's emails, both will get written up on a 25/75 scale.
 - b. 2nd Example, If John agrees to cover for Lisa but later John also asked for the same day off, John days off will be rejected, unless John identifies a different employee to cover his and Lisa's shift.
 - c. 3rd Example, if John agrees to cover for Lisa but later John also asked for a day off but Lisa is already off on a long vacation. John must find a person that agrees to cover them both or his time off is rejected. 25/37.5/37.5% (1st person off / coverage / 3rd coverage person). DKP reduction will apply for error.
 - d. 4th Example, if John agrees to cover for Lisa but later John also takes the same day off and no one ends up covering their shifts, Lisa and John are to be written up under 25/75%.
3. Manager that approved for day off but the covering employee didn't sign, the manager is responsible for staff that take the day off as the coverage person with 25/75% rule.
 4. Emergency, sickness or direct death of a close one doesn't need approval, the manager is 100% responsible for the coverage. However, no communication or no explanation about the absent, this leave will fall under unapproved time off. 3 or more days without communication due to severe sickness require a mandatory doctor's note or else this can lead to termination. (No call no show)
 5. Personal time off and the use of DKP for personally time off are the same thing. It will follow this Time Off guideline.
 6. Vacation approval will also fall under this guideline but the person that is taking a vacation is not responsible for any errors such as the 25/75 rules; however, If the error occurs by the person on vacation, this person is fully responsible. For example, if an employee goes on vacation, and fails to communicate an important task with a deadline to the employee who is covering his or her shift before they leave, the full responsibility will be taken by the employee who has taken the time off. On the other hand, if the employee who is covering the shift fails to meet an important deadline having prior communication to this important task, the employee covering will have full responsibility.