

**Elementary - Asking for Time Off** (B0027)

A: Mr. McKenna, do you have a second? I need to talk to you about something.

B: Sure, Liv, what can I do for you?

A: Well, I was just wondering... you see, I know I've used up all my vacation days this year, but my sister is getting married, and the wedding is overseas, and, well...

B: You wanna take some time off, is that right?

A: Well, sir, I was just hoping that I might be able to take some unpaid leave this year.

B: What dates are you planning on taking off? I'll need at least two months notice, so that I can plan for your absence.

A: I was thinking of taking off from September first until the thirtieth . Would you be okay with that?

B: Well, I guess so.

### Key Vocabulary

have a second	<i>Phrase</i>	have some time, not busy
use up	<i>Verb</i>	take all of something
overseas	<i>Adjective</i>	in an other country, across the ocean
take some time off	<i>Phrase</i>	stop working for a short time
notice	<i>Noun (non-count)</i>	information that tells you about something or warns about something
be okay with that	<i>Phrase</i>	agree
unpaid leave	<i>Phrase</i>	time away from work that is not paid

### Supplementary Vocabulary

take a leave of absence	<i>Phrase</i>	stay away from work for a long period of time, without getting paid
sick leave	<i>Noun (non-count)</i>	time away from work when sick
personal leave	<i>Noun (non-count)</i>	time away from work for personal reasons (i.e. doctor's appointment, etc.)
maternity leave	<i>Noun (non-count)</i>	time away from work for a mother to care for a new baby
bank holiday	<i>Noun (singular)</i>	public holiday recognized by law (BrE)