

UNIT 4: LEAVE and LATE

At the end of the lesson, students will be able to:



- Understand company's leave policy
- Know when to take leave
- State the reasons for leave
- State the reasons for lateness
- Take an urgent leave and lateness

★ STARTER :

Activity 01: Discuss the following questions with a partner

1. When do people take leave?
2. Do you think leave is important? Why or why not?
3. Why do people come to work late?
4. How can we avoid being late at work?



Activity 02: Tell the class about your discussion.

According to our discussion, people take leave when

Requesting a leave from work

Davy needs to ask his boss Pallavi for two days off from work. Read the conversation and answer the question why Davy needs to take leave?



Davy : **Good afternoon,** Pallavi Ma'am. How are you doing today?

Pattavi : Good afternoon, Davy. I am doing well. I just had a long meeting. How are you?

Davy : **I am good.** I am excited to have my lunch today. It is my favorite food. And I want to have some words with you, Ma'am.

Pattavi : **That's great!** I believe you really enjoy your lunch. So what did you want to talk about today, Davy?

Davy : Yes Ma'am. I need to request 2 days of leave from May 13th to May 15th.

Pattavi : OK, what is this leave for?

Davy : I have to take my final examination at the university on the 15th of May, and I need some time to prepare for it. That's why I wish to have two days' leave.

Pattavi : **OK, No problems!** Will someone be able to do your task when you're off?

Davy : Yes, I have asked my team members to help. Each person has already chosen a task. They will be able to handle it.

Pattavi : **That sounds great!** There is no problem. **Best of luck for the exam.**

Davy : Thanks so much Ma'am.

Pattavi : Is there anything else you wanted to talk about?

Davy : No, Ma'am.

Pattavi : Best of luck for the exam.

Davy : **Yes, thanks so much, Ma'am.** Goodbye and have a nice day!

Activity 03: Pair work

Answer the following questions with your partners.

- Why does ^{final examination} Davy want to ask for permission? And how many ^{2 day} days?
- Does Davy give her boss a clear reason for her permission? What is that? ^{Yes, she does. need some time to prepare for it}
- Why does her boss agree with the leave? ^{she have}
- Who will be responsible for Davy's tasks when she's on leave?
- Underline some good expressions that Davy and Pattavi use during the conversation?

Activity 04: Roleplay

With the same partner, act the dialogue out. You will act as Davy and your friend will be Pattavi. You could exchange roles if you want to.



READING AND SPEAKING

Activity 05: Discuss the following questions with your friends and then share your answers to the class

- Have you ever been late for class/work/meeting?
- Why are people late?

3. Some people said you are late because you are not good at time management. Do you agree or disagree why?
4. What is your most memorable experience about lateness?
5. Do you think lateness is good? Why? Why not?
6. What are good reasons for being late? What about the bad ones?
7. Imagine you are going to work, and it's your first day of work. Unfortunately, you're late. How do you think your boss feels?

READING

Reading comprehension

Activity 06: Read a short story about "**LATE**" and then answer the questions.

Martin is in a hurry. He is late to work again. Martin's boss doesn't like it when he is late. Martin was late last week. His boss told him not to be late again. He really wasn't joking either. He was serious. "I mean it," Martin remembers him saying. Martin thinks he might lose his job if he is late again. The time is now 7:15 am. Martin needs to be at work by 7:30. It takes him 22 minutes to drive to work. "Things don't look good," he says to himself. Martin runs out of the house. He jumps in his car. He puts the car in reverse. He backs up without looking. BOOM! There is a sound like someone hitting a drum. Martin's car jerks to a stop. He has hit the car parked behind him. "Oh, no!" Martin exclaims. He is angry now. Martin looks at his watch. It is 7:18. He needs to get to work. He looks around. There is no one on the street. There is no one nearby. He looks in the parked car. It is empty. Martin drives off quickly. He gets to work 10 minutes late. Martin's boss is not around. "Thank goodness," he says to himself. He stops worrying. He sits at his desk to work. During lunch, Martin goes out to the parking lot. He looks at his car. There is a big dent in the back. Then he thinks about the other car— the car he hit this morning. "I know that car is damaged too," he thinks. He feels guilty. "That was not right," Martin says to himself. He will see if the car is still outside his house when he gets off work.



Group work: Work in a group of 3 or 4 and answer the following questions.

1. At the beginning of the story, Martin is in a hurry. What does this mean?

- A. He is running.
- B. He is angry
- C. He is late
- D. **He is moving very fast**

2. Why is Martin in a hurry?

- A. **Because he is late**
- B. Because he is running
- C. Because he is moving very fast
- D. Because he had a car accident

3. Martin remembers when his boss told him, "**I mean it**". What does this mean?

- A. **The boss is serious**
- B. The boss is angry
- C. The boss is emotional
- D. The boss is interested



4. What does Martin think will happen if he is late to work again?

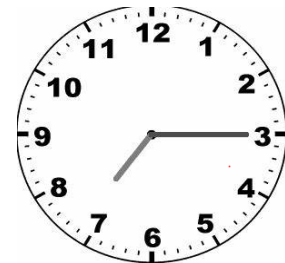
- A. He will get a pay cut.
- B. He will need to buy a watch.
- C. **He will get fired from his job.**
- D. He will need to adjust his schedule.

5. What time does Martin need to be at work?

- A. 6:30
- B. 7:15
- C. **7:30**
- D. 8:15

6. If Martin leaves the house at 7:15, what time does he get to work?

- A. 7:32
- B. **7:37**
- C. 7:40
- D. 7:52



7. What is the loud noise?

- A. Martin yelling
- B. Police sirens sounding
- C. Martin driving off the road
- D. **Martin hitting someone's car**

8. Martin checks if there is anyone nearby. What does **nearby** mean?

- A. in
- B. next to
- C. **close by**
- D. far away

9. Why doesn't Martin get in trouble with his boss today?

- A. **His boss is not around.**
- C. His boss feels sorry for him.

B. He gets to work on time.

D. Martin says he is sorry for being late.

10. How do Martin's feelings change during the story?

A. from hurried to guilty to angry

C. from hurried to angry to guilty

B. from angry to guilty to hurried

D. from angry to hurried to angry

11. Why did Martin look around after he hit the car?

A. He needed help.

C. He needed to check the time.

B. He wanted a ride to work.

D. He wanted to check if anyone saw him.

12. As used at the end of the story, what does it mean to feel **guilty**?

A. to feel bad about doing something

C. to feel unsure about doing something

B. to feel worried about doing something

D. to feel like you want to change something

13. What might Martin do if the car he hit is still there after work?

I. He might try to hide the dent.

II. He might try to find the owner.

III. He might leave a note on the windshield with his phone number on it.



A. I only

C. II and III

B. I and II

D. I, II, and III

Activity 07: Discussion

- Do you think Martin is a good employer? Why or why not?
- Do you think Martin is lucky? Why or why not?
- If you were the owner of the car Martin hit, how would you feel?

READING Passage II

REASONS BEHIND LATENESS



There are valid reasons to be late for work, and everyone understands that unexpected emergencies arise. These are the common causes of unpunctuality. Some tardies are legally protected. The only legally protected lateness excuses involve family illness, death, and other extreme emergencies. Federal laws do not protect other wide-ranging excuses, but

individual employers set their own parameters for what's acceptable.

- **Traffic is a prime culprit:** Traffic is the most common culprit for lateness, according to CareerBuilder's data. Nearly half of those surveyed said traffic conditions are why they can't make it to work on time.
- **Oversleeping and being too tired delays workers:** Additionally, 32% of workers blamed their tardiness on oversleeping. Because of the hectic nature of life in the U.S., many people are stretched thin and exhausted. For this reason, oversleeping can affect any employee or manager. Being tired was also cited as a common reason employees are detained.
- **Weather issues are to blame:** According to 26% of respondents, bad weather was to blame for their delayed arrival. Weather can affect traffic, school closures, routes and many other aspects of an already hectic morning.
- **Procrastination can play a role:** Some employees cited simple procrastination as a reason for their tardiness. This may be an honest assessment, but procrastination isn't an ideal quality of an employee.
- **Strange-but-true excuses:** Employers say they've heard far stranger excuses for not being prompt at work than just weather and oversleeping. Thinking it was still the weekend, watching a soccer game, having to wait for a late pizza delivery and getting locked in a closet are some of the more outrageous excuses human resources managers say they've heard over the years.

WHAT TO DO



The most important thing to do when you're running late is to remain calm. If you panic, you're more likely to make bad decisions that could affect both your health and the well-being of others. After you take a deep breath, consider these best practices for when you're running late:

Offer advanced notification, if possible: It's essential to be proactive if you know you'll be late for work. Be aware of how your delayed presence affects your team, and let them know you won't be on time. There's a chance that if something is delaying you – such as a road closure – it's also delaying others.

Choose a notification method that is effective and safe based on your current circumstances. If you work in a company where everyone expects to be updated by email, send an email to the appropriate people. If you have a direct supervisor to whom you report, and it's more appropriate to call or text them with the update, do that instead.

However, your safety and the safety of those around you are more important than explaining your tardiness ahead of time: Don't text, call or email while you're driving

Communicate honestly with your employer : Apologize for the delay, and don't lie. Emphasize that you did everything possible to get to work as soon as you could, and that you won't make lateness a habit. If any tasks need to be covered, delegate them so nothing is missed.

Get back to work : Once you arrive, it can be tempting to review the heroic journey you've just undergone to make it to work. Resist this temptation. You've already missed valuable time and likely caused others to have to shuffle their responsibilities to cover for you.

Taking more time away from your employer with a story of your epic adventure isn't the move to make. Fill your co-workers in on all of the details on break, lunch or at dinner later.

WRITING

Activity 08: You already know the reasons and what to do when you are late. Now close your book and individually, summarize the reasons for lateness and what to do when you are late on a piece of paper and submit it to your teacher.

Start your writing here:

There are valid reasons to be late for work, and everyone understands that unexpected emergencies arise. Federal laws do not protect other wide-ranging excuses, but individual employers set their own parameters for what's acceptable. Traffic is a prime culprit, Oversleeping and being too tired delays workers, Procrastination can play a role, Strange-but-true excuses. The most important thing to do when you're running late is to remain calm. Offer advanced notification, if possible, Communicate honestly with your employer, Get back to work. Taking more time away from your employer with a story of your epic adventure isn't the move to make. Fill your co-workers in on all of the details on break, lunch or at dinner later.

LEAVE

Kinds of leaves

Activity 09: How many kinds of leave do you think each company should have?



Leaves and their definitions



- **Sick Leave:** Time off given by the company to allow employees to recover from an illness and take care of their health without worrying about losing pay.
- **Casual Leave:** It is taken by an employee for travel, vacation, rest, and family events. Such leaves are given to allow the employee to take time off for any life events they have like traveling to another country or weddings they have to attend.
- **Public Holiday:** The days that are given as leave by the government. Such holidays must be observed by every institution— schools, banks, government offices, and even private companies.
- **Maternity Leave:** It is an important time for new mothers to take care of the newborn and recover from the delivery.
- **Paternity Leave:** It is granted to new fathers— husbands or partners of a pregnant woman, surrogate parent, or someone who adopted a child— to take care of their newborns without any worry.
- **Bereavement Leave:** It is a kind of leave when employees lose their loved ones and it is also a leave policy that provides the employees with the time to grieve their loss.





- **Compensatory Leave:** It is eligible for employees who have clocked in more hours than they were required to. It is also given to those who have put more time in or come to work on days they were off (like Saturday).
- **Sabbatical Leave:** It is “a break from work” where employees can pursue interests they have or take time off for physical and mental health reasons. Unlike the other leaves, it is a long leave period, from 6 months to a year.
- **Unpaid Leave:** It is kind of leave without pay. It happens when an employee has exceeded the number of leaves, they were eligible for and are taking a leave that doesn’t fall under special leaves like maternity or bereavement leave, they can still take a leave with a pay cut.

Activity 10: Write the name of the leave of each given circumstance.



1. Public Holiday : Today’s date is “The Independence Day”. We are really delighted and it’s time to celebrate a party.
2. Bereavement Leave : John needs to take this leave because his beloved relative passed away.
3. Maternity Leave : Minchin is now requesting this leave in order to take care of her new-born twins.
4. Compensatory Leave : Sreypich is really workaholic. She really enjoys her work. On Sunday, everyone is off, but she remains working in her office. Then her boss gives her this leave.
5. Paternity Leave : Narin’s wife is expecting to give birth next month, so he already knows what types of leave he should use.
6. Sick Leave : Alice feels unwell today. She’s ringing her boss and asking for a few days off because she can’t even get out of her bed.
7. Casual Leave : Johnson is planning a one-week holiday to visit Dubai next month. He is going to take this kind of leave in order to enjoy time with his beloved people.
8. Unpaid Leave : Last month, Doremon was absent lots of time. And there are no leaves available for him. He needs to take this leave in order to join the celebration with his family.
9. Sabbatical Leave : Smith's worked for that company for more than 10 years. He wants to take a long break in order to research more for his students for the upcoming school year. Because he is such a hard-working staff and eager to learn more, his request for this leave is approved.

LISTENING AND SPEAKING

Asking for a leave



Activity 11: Listen to the conversation between Mr. McMillan and Lee. Lee is unwell so she gives a ring to her boss and asks him for a leave. Listen carefully to the conversation. What's wrong with Lee? And what kind of leave do you think she asks Mr. Macmillan for. [Audio](#)

Vocabulary

Activity 12: From the listening, with peers, give the definition and example of the following words/phrases.

Fall down	Stairs	Sprain	Inform	Painful
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painful intense feelings of suffering; acute mental or physical pain. Example: I got a painful sunburn.
Inform to give information about the secret or criminal activity. Example: The teacher informs students about the meeting today.
Sprain is an injury to the ligaments around a joint. Example: She sprains her feet after exercise.

Ex: *Fall down* means to fall to the ground. Example: He *fell down* the stairs yesterday.

Activity 13: Answer the questions below with your partner.

1. Why is Lee calling Mr. McMillan? [Lee is unwell so she gives a ring to her boss and asks him for a leave.](#)
2. Will she be able to come to the office?
3. What happened to Lee?
4. Can Lee walk around?
5. What does Lee hope for?
6. Did Mr. Mcmillan approve of letting her take leave?

Activity 14: With the same peer, act out the above dialogue and show the class, or you can think of the similar conversation with your partner and then share it with the class.

Useful Phrases

- I'm not well. I won't be able to come to the office today.
- Can I have a day off?



- I need a day off.
- I hope to be in tomorrow.

A request from your boss

Activity 15: Listen to the conversation between **Mario** and his boss, **Sussanne** and figure it out what is his boss's request? Share with the class. [Audio](#)

1. send email to customer.
2. team book meeting room.
3. to write sort report new project.

Group Work:

Activity 16: Answer the following questions:

1. Where does Mario's boss visit next month?
2. What are the obligations that his boss has for him?
3. Do you think which assigned task is more important and urgent?
4. Do you think Mario managed to complete those tasks?

Share what you have discussed to the class.

Activity 17

A. Write the sentences in the correct group.

There's no hurry. Do it when you have time.	It's important. Do this first.	Take your time. This is a priority.
Urgent		Not urgent
It's important. Do this first. This is a priority.		There's no hurry. Do it when you have time. Take your time

Activity 18: Match the beginnings and endings of the following phrases.

the customer	a meeting room	to the meeting
to the customer	a report	a presentation

1. Send an email to the customer
2. Visit the customer
3. Reserve a meeting room
4. Invite people to the meeting
5. Write a report
6. Give a presentation



Activity 19: Read or listen to the conversation again and write a number (1-4) to put the tasks in the order of priority.

- 4 visit the customers
- 1 Send an email to the customer
- 2 reserve a room
- 3 Invite people to the meeting

Activity 20: Group discussion:

1. Do you sometimes help other people with their work? What do you do for them?
2. Do you think helping other people is good? why/why not?
3. Have you ever asked someone for help with your work? Who was that person and what tasks?