Starting July 6, all employees should submit requests through the Time Off Request Form.

What is this form?

Hello and welcome to the new Time Off Request form! This form was created to provide an easy way for employees to submit time off requests for their store. This form can be used at all store locations.

How do I submit a request? What happens after submitting?

Enter your information into the form and click "Submit" to send your request. After submitting, you will receive an email to confirm your response. In most cases, your store scheduler / manager will approve or deny your request 2 - 3 weeks before the start date, or earlier.

If you have any questions about the status of your request, please contact your manager.

Please visit the Time Off Request Form module on the Hive if you would like an explanation of the questions on this form.
- https://corp.intranet.com/content.php?id=4f5384e0-536d-11

Guidelines for Employees

- All time off requests should be submitted through the time off request form.
- All time off request submissions will issue a receipt to the email used when filling out the form.
- All time off request approval and denial notices will be sent to the email used when filling out the form. Please speak with your manager if you have questions about a response.
- You should receive an approval or denial of your request 2 - 3 weeks before the start date of your request, or earlier. If you do not please follow up with your manager.
- Requests should be submitted 28 days in advance whenever possible. Requests put in with less than 28 days notice are much more likely to be denied.
- Please reach out to a member of the store's leadership team if you need to explain your request in more detail or if you are submitting a request that is less than 28 days in the future.

Additional Questions?

Please visit the Time Off Request Form module on the Hive to find out more information about this form
- https://corp.intranet.com/content.php?id=4f5384e0-536d-11

Problems with the Form

If you run into any issues while using the form, please contact the Dev team: person@example.com.