

## **Request for Time Off Policy and Procedures**

Created: March 1, 2007  
Revised: November 12, 2008  
May 6, 2014

### **POLICY**

Comfort Keepers requires 30 days advance notice for requests for time off. All requests are subject to supervisory approval. If more than one employee in a department requests time off during the same period and this creates a problem relating to the smooth flow of work, length of company service will be used to determine which request(s) will be approved.

ALL requests for time off **MUST** be submitted to a supervisor in writing using form 'PR006 Time Off Request Form'. No time off will be scheduled until the appropriate form is submitted and approved by the supervisor.

### **PROCEDURES**

1. Employee submits a time off request to their direct supervisor using the PR006 Time Off Request Form.
2. The Supervisor reviews the request based on other requests and needs and makes a decision.
3. The employee is notified by the supervisor within 3 days of the decision.
4. When multiple requests are received for the same time period which would create a difficulty for covering scheduling needs, the supervisor will work with the employee to come to the best possible solution.