



**Task Title: Request a Day Off**

OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** The learner will read tips about how to request a day off at work. They will then ask their supervisor (instructor) for a day off based on a scenario.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Interact with others/B1.1

**Materials Required:**

- Pen/pencil and paper and/or digital device
- Conversation partner for role-playing scenario (Instructor)

## Notes for Instructors/Practitioners

In this task, the learner will read a short article explaining best practices for requesting time off at work. They will then read through three different scenarios. In each scenario, you will be the manager/supervisor and the learner will be asking for time off.

Review the scenarios in advance so you can engage in conversation with your learner. Primarily, you will be assessing if the learner clearly shares the details about their request with you, is aware of any procedures or limitations that could impact a time off request, and whether they ask politely and in a professional manner. You may wish to elaborate the scenario as the conversation proceeds. For example, you could ask your learner how long they will be absent, or if there is anything they need to finish up before being away from work.

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## Learner Information

Most workplaces have policies for requesting time off. Depending on where you work, time-off requests may be formal or informal. This may depend on the size of the organization, the type of work the employee is doing, and whether or not someone can easily cover for an absent coworker.

Read "Requesting a Day Off".

## **Requesting a Day Off**

### **1. Review your Company's Paid Time Off (PTO) Policy**

Before you request a free day, it can be helpful to review your company's policy. Some companies have specific request policies, like submitting your request at least a week in advance. If you are a new employee, you should check with your manager that you are entitled to take a day off before sending your request. Some companies may ask new hires to wait until after their probation period to request time off. If you have already used all your paid vacation days, or if you're in a position that doesn't offer them, you may still be able to take an unpaid day off. Review your employee handbook or ask your human resources representative for more information about your company's day off and paid time off policies and rules.

### **2. Look at the Company Calendar**

If applicable to your workplace, look at the company calendar to see if the day you want to take off conflicts with other events. Consider requesting time off when you may not have as many tasks or projects to complete. You can ask your employer what the best time is if you are unsure.

### **3. Discuss your Request at an Appropriate Time**

Before asking for a day off, pick a time when your manager or supervisor is likely to be receptive. If you plan to ask in person, you could try asking your manager when they are free to talk. For instance, if you've noticed that your manager has more time in the mornings before starting their work, you could try asking them then.

### **4. Ask Rather Than Tell**

Since your manager will most likely need to approve your request, ask them if the time you've selected for vacation is acceptable rather than telling them you're taking time off.

### **5. Offer Concise Details**

It's typically not mandatory to give a reason for a PTO request unless you're planning to take extended time away from your job. However, your manager may appreciate knowing your general plans. For example, you could mention that you're planning to go to a family reunion.

## **6. Send Your Request in the Correct Format**

Determine the correct way to ask for time off from work before making your request. Some companies require a written e-mail, while an in-person request is acceptable for others. Your company may have an online timekeeping portal in which you'll need to submit your request. You can also confirm how far in advance you need to give your request. The notice period might also depend on the length of time you plan to request. For example, if you want to take one day off, your employer might only need a week's notice. Longer vacations may need an extended notice period so that your manager can arrange for someone to cover your duties.

Sourced from: <https://ca.indeed.com/career-advice/career-development/how-to-ask-for-day-off>

## Work Sheet

**Task 1: Use the tips from “Requesting a Day Off” to ask your manager (instructor) orally for time off based on each of the following scenarios.**

**Scenario 1:** You are an employee requesting time off for a one-week family vacation. You work as a server at a restaurant in a lakeside town. The restaurant has a very informal vacation request policy; you can simply ask for approval from your manager and then write the dates of your absence in the shared staff calendar. The restaurant is very busy between June and August. You are requesting one week off at the end of September. You know the restaurant will be quiet, and you are not requesting any time off during this year’s summer busy period. You have already talked to the other servers, and you know that no one else is planning to take a vacation in September.

**Scenario 2:** You work as a childcare worker at a local daycare. You would like to take every Monday off between January and April so you can take a class at the local College. The daycare has an online timesheet and absence request process. However, employees are asked to discuss any absence requests with their manager before entering them into the online system. The daycare has been very busy and you know they are short-staffed. You have a co-worker who only works Thursdays and Fridays and may be able to work on Mondays when you are away. You had lunch with her yesterday, and she mentioned that she may ask the manager for extra hours of work.

**Scenario 3:** You work at a fast-food restaurant. You and most of your co-workers are part-time employees. There is a list of employees who can be called when extra shifts are available. This happens frequently and there are always enough people available to fill last-minute shifts. You just found out that your daughter has a school concert tomorrow afternoon at 3pm.

## Answers

Answers will vary. The learner should give a detailed request for time off including any pertinent information such as the reason for the request, why the request is reasonable based on business needs, or how the shift(s) could be covered. The learner should ask politely and discuss appropriate procedures with you (e.g. knowledge of entering time off request into an online platform following their conversation).

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low level-inferences			
	obtains information from detailed reading			
B1.1	conveys information on familiar topics			
	shows an awareness of factors such as social, linguistic and cultural differences that affect interactions in brief exchanges with others			
	chooses appropriate language in exchanges with clearly defined purposes			
	participates in short, simple exchanges			
	speaks or signs clearly in a focused or organized way			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	repeats or questions to confirm understanding			
	uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures)			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

\_\_\_\_\_

Learner (print):

\_\_\_\_\_