

# REQUEST OFF FORM

If you are unable to work your shift, you are required to find someone to cover your shift. To request time off, employees need to complete a *TIME OFF REQUEST FORM*. In order to properly schedule for the absence of employees, please provide as much advance notice as possible (*Minimum of 3 weeks*). Keep in mind that it is more likely to get time off requests approved if you give substantial advance notice as your immediate supervisor will have more time to plan for your absence and coordinate the assignment of your job duties. There may be instances in which time off requests are denied based on departmental needs and/or other staffing issues. If your request off is denied and you do not show up for your shift, you will be considered a no call, no show. If you agree to cover a shift below and do not show up for the shift, you will be considered a no call, no show. If you do not receive confirmation that your request was approved or denied within five (5) business days, you must follow up with Lauren J. Masset ([lmasset@twyny.org](mailto:lmasset@twyny.org)) to confirm the request was received. Blank forms can be obtained (a) westseneca.net (b) direct supervisor (c) program site (d) recreation office

EMPLOYEE NAME: \_\_\_\_\_

Date(s) Requesting Off	Coverage Name (Print)	Coverage Name (Signature)	Date Signed

- Breaks are unpaid
- You can't exceed 19 hours of work per week
  - Office Dress Code is Business Casual
- If you are unable to work your shift, you are required to find someone to cover it.
 

*Shift changes must be approved by Lauren J. Masset, Recreation Supervisor.*
- You must clock in and out using the time clock system at start/end of shift and start/end of a break.

**SUPERVISOR USE ONLY – DO NOT FILL OUT THE BELOW**

Supervisor Completing Form:	
Date Supervisor Received Form:	
Supervisor Signature:	

- ☐ Approved - Request
- ☐ Denied - Request

**SUBMIT THIS FORM TO LAUREN J. MASSET IN PERSON OR VIA EMAIL ([lmasset@twyny.org](mailto:lmasset@twyny.org))**

#### Request off Process

1. **Do you need off for one or more of your scheduled shifts?**
  - a. No – Stop here
  - b. Yes – You must complete the Request Off Form – Move to Step 2
2. **Can you submit the request off form a minimum of 3 (three) weeks' before for the shift you are requesting off?**
  - a. Yes – Write the dates you are requesting off, on the request off form. Submit to Lauren J. Masset, Recreation Supervisor, [lmasset@twyny.org](mailto:lmasset@twyny.org) a minimum of 3 (three) weeks before your request off date. We will follow up with you if your request has been approved or denied. *We still suggest you find someone to cover your shift and complete this section of the Request Off Form.*
  - b. No – You must complete the request off form AND find shift coverage. If you are unable to find shift coverage, your request off will most likely be denied. Complete the entire request off form, including obtaining the signature of the employee who is covering your shift. Email this to [lmasset@twyny.org](mailto:lmasset@twyny.org).
    - i. Is the request 72 hours or sooner before your shift that you are requesting off, also send a copy of it to your program supervisor.

#### FAQs

1. **What should I do if I am sick the day of my shift and cannot come in?**
  - a. Do your best to find coverage. If you are unable to, please inform both Lauren J. Masset, Recreation Supervisor via email AND contact your program supervisor directly. If you cannot find shift coverage - you will need to provide a doctor's note, emailed directly to Lauren Masset, Recreation Supervisor ([lmasset@twyny.org](mailto:lmasset@twyny.org)) before your next scheduled shift.
2. **What if I cannot find coverage and it is less than 24 hours and I cannot provide a doctor's note?**
  - a. You must email Lauren J. Masset, Recreation Supervisor and contact your direct supervisor ASAP. Requests like these will be evaluated on a case by case basis. Your request off will most likely be denied. However, we will try to send you home as early as possible. You will only be paid from your clock in time until your clock out time.
3. **What if I can attend my shift but I need to be late and/or leave early.**
  - a. We suggest you try to find coverage for your shift.
  - b. Depending on the program, you may not be approved to come in late and/or leave early.
  - c. You must notify both Lauren J. Masset, Recreation Supervisor via email [lmasset@twyny.org](mailto:lmasset@twyny.org) and your direct program supervisor, ASAP.
  - d. We will confirm with you if your request is approved or denied.
4. **What if I submitted my completed request off form, but did not receive notice if my request was approved or denied?**
  - a. If it is within 72 hours of your requested off date reach out to your direct program supervisor and Lauren Masset, Recreation Supervisor, [lmasset@twyny.org](mailto:lmasset@twyny.org) ASAP. If you do not receive notice you should show up for your shift or find coverage for your shift.
  - b. If you do not receive confirmation that your request was approved or denied within five (5) business days, you must follow up with Lauren J. Masset ([lmasset@twyny.org](mailto:lmasset@twyny.org)) to confirm the request was received.

#### Tips

1. If someone is already scheduled to work on the day you are requesting off, they cannot be your shift coverage.
2. If you find someone to cover your shift, regardless of how much notice you give, you are more likely to have your request approved.

#### As outlined in the Employee Handbook:

- In the event you cannot work a scheduled shift, you must (1) submit a request off form a minimum of three weeks in advance. You must also find someone to cover your shift. OR (2) provide a doctor's note excusing you from work.
- Time off requests are not guaranteed to be approved. In the event they are not approved, you are still required to show up for your shift.
- In the event you are a no call, no show: first offense: verbal warning second offense: written warning third offense: possible termination. If you signed off to cover someone's shift and you do not show up to cover that shift – you are counted as no call no show.
- There will be no excuses for not finding a replacement, and it is your responsibility.
- If a situation arises on the day of a shift which will keep you from reporting, or if coverage cannot be found, it will be handled on an individual basis with the Recreation Supervisor or Youth Service Coordinator

#### As outlined on the Request off form:

If you are unable to work your shift, you are required to find someone to cover your shift. To request time off, employees need to complete a *TIME OFF REQUEST FORM*. In order to properly schedule for the absence of employees, please provide as much advance notice as possible (*Minimum of 3 weeks*). Keep in mind that it is more likely to get time off requests approved if you give substantial advance notice as your immediate supervisor will have more time to plan for your absence and coordinate the assignment of your job duties. There may be instances in which time off requests are denied based on departmental needs and/or other staffing issues. If your request off is denied and you do not show up for your shift, you will be considered a no call, no show. If you agree to cover a shift below and do not show up for the shift, you will be considered a no call, no show. If you do not receive confirmation that your request was approved or denied within five (5) business days, you must follow up with Lauren J. Masset ([lmasset@twyny.org](mailto:lmasset@twyny.org)) to confirm the request was received. Blank forms can be obtained (a) [westseneca.net](http://westseneca.net) (b) direct supervisor (c) program site (d) recreation office

#### Reminders:

1. If someone is already scheduled for their regular shift and/or as a sub for another employee, for the shift you are requesting off, they cannot be the person who covers your shift.
2. If you are unable to work your shift, you must find someone to cover it.
3. You must clock in and out using the time clock system at start/end of shift and start/end of a break.
4. We do not guarantee that requests off will be approved, regardless how much notice is given. Any request off, can be denied at anytime. If you fail to show up for your scheduled shift, you are considered a no call, no show. Please refer to the Employee Handbook for how this is handled.

**Dependability, attendance, punctuality, and commitment are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours, and to report to work on time.**

- **Running successful Recreation programs is dependent upon staffing levels.**
- **Staff is expected to be ready to begin working at the start of their shift, tardiness is not acceptable.**
- **The first time a staff person is late to work they will be given verbal warning. The second time they will receive a written warning. The third time they will receive a written reprimand and job termination may occur.**

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