

JobTIPS



Key Points - Asking for Time Off

1. Ask your employer beforehand about how to handle vacation days and time off.
2. Always give your employers as much advanced notice as possible before missing work.
3. You should give at least one week's notice if you have to take a day off work for an appointment.
4. If there is an emergency of some sort preventing you from working, call your employer to let them know you cannot come into work.
5. You should try to give a month's notice if you are planning to take a vacation.