



EMPLOYEE NAME (PRINT) \_\_\_\_\_

DATE: \_\_\_\_\_

To: ALL STAFF  
From: Jeannette Sheehan, Joan Lepore  
Date: March 11, 2020  
Subject: **Time Off Request – MEMORIAL DAY - INDEPENDENCE DAY- LABOR DAY**

We have a high volume of requests for staff time off during the summer, especially around the holidays. We always do our best to meet staff requests, however to be fair to all staff we can approve only 1 holiday and an additional day before and after a holiday.

**Please CHOOSE ONLY ONE (1) HOLIDAY to be off from work.**

You may also select 1 day before and 1 day after **THE ONE holiday you have requested.**

**A total of three (3) days off NO EXCEPTIONS:**

**HOLIDAYS:** *Select only ONE Holiday Off*

|                       |          |           |                                |
|-----------------------|----------|-----------|--------------------------------|
| <del>XXXXXXXXXX</del> | Monday   | May 25th  | <b><u>Memorial Day</u></b>     |
| <del>XXXX</del>       | Saturday | July 4th  | <b><u>Independence Day</u></b> |
| <del>XXXXXX</del>     | Monday   | Sept. 7th | <b><u>Labor Day</u></b>        |

**DAYS BEFORE** Holiday: *Select only ONE Day Off*

|        |           |
|--------|-----------|
| Sunday | May 24th  |
| Friday | July 3rd  |
| Sunday | Sept. 6th |

**DAYS AFTER** Holiday: *Select only ONE Day Off*

|         |           |
|---------|-----------|
| Tuesday | May 26th  |
| Sunday  | July 5th  |
| Tuesday | Sept. 8th |

If you want additional or other summer day(s) off please note them here:

If you wish to be off on **MORE than ONE holiday** or additional days surrounding the holiday, you will be placed on a wait list. These request(s) **may be approved** as we get closer to the holiday, should your clients not need services or we can find replacement coverage. We receive an overwhelming number of requests for time off during these holidays. **We will do our best to approve as many of these requests** as possible.

Please do not make official plans until you are notified your request for holiday time off is "Approved". We will continue to keep everyone updated about holiday time off. Thank you for your cooperation.

**APPROVED** \_\_\_\_\_

**DENIED** \_\_\_\_\_

**RETURN NO LATER THAN APRIL 15<sup>th</sup> 2020  
NO EXCEPTIONS**

ALL REQUESTS RECEIVED AFTER APRIL 10<sup>th</sup> WILL BE PLACED ON A WAITLIST!!