

Rooted: Day Off Request Protocol

All of the following steps must be successfully completed in order to have time off granted and **must be done before booking any accommodations or scheduling any trips**. These steps are important to ensure Rooted still runs smoothly and efficiently while everyone gets to enjoy some time off.

1. **Check the calendar:** Check the day(s) you're requesting to be sure no one else has already requested the day off. At this point in time only one full time staff member can take a day(s) off at a time. Hopefully this will be more flexible in the near future!
2. **Find coverage:** Call or text to see if they are willing and available to cover the day(s) you would like to take off. Be sure to tell them the dates and hours they will be covering.
 - **If there is no one available to cover your desired days**, you will unfortunately not be able to have that time off. You'll need to decide on a different week or day(s) of the week for your time off when someone is available.
 - *If someone is available to cover your shift(s)*, **confirm the date and person covering you with Danika**. Danika must approve your days off and coverage **before you may write it on the calendar**. Be aware that the coverage you've found may not be adequate and may not be approved.
3. **Write it on the calendar:** After you have found someone who can cover your shift(s) **and have cleared it with Danika**, write it on the calendar along with who will be covering you on each day. (If multiple people are covering you during your time away, please write each person for each day).
4. **Remind the person covering you:** About a week before your time off please remind the person who has agreed to cover you of your time away.