

Time Off Request Form - How To

Hello and welcome to the new Time Off Request form! This form can be used by employees at any Corp location and should be used in place of any previous store-specific time off request forms.

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Employees Submitting a Request

Accessing the form

Employees who want to make a request can access the form from the "Time Off Request" section of the "Everybody Resources" page on Corplntranet.com.

Employees may also access the form directly by clicking this link:

<https://docs.google.com/forms/d/e/1234567890abcdef/viewform>

Guidelines for Employees

- All time off requests should be submitted through the time off request form.
- All time off request submissions will issue a receipt to the email used when filling out the form.
- All time off request approval and denial notices will be sent to the email used when filling out the form. Please speak with your manager if you have questions about a response.
- You should receive an approval or denial of your request within 7 days of submitting it. If you do not please follow up with your manager.
- Requests should be submitted 28 days in advance whenever possible. Requests put in with less than 28 days notice are much more likely to be denied.
- Please reach out to a member of the store's leadership team if you need to explain your request in more detail or if you are submitting a request that is less than 28 days in the future.

Additional Information

- You may also want to look over the [Form Questions](#) before submitting a request.
- If you have any questions after reading the Guidelines and this form How To document, please contact your manager.

Managers Reviewing an Employee Request

Guidelines for Managers

- Time off request black out dates should be posted clearly in the breakroom.
- The number of allowed simultaneous employee requests for the same time period should be clearly posted in the break room. For example: No more than 4 people can have the same weekend off.
- Time off requests should be reviewed and answered within 7 days of submission.
- Denials should also be addressed quickly and directly after you send out a denial from the time off request form.
- Once a request is approved it should not be revoked.

Managing Requests

The Time Off Requests Spreadsheet

Managers may review (approve or deny) employee requests by using the specific Time Off Requests spreadsheet for your store. This sheet is titled "**STORENAME Time Off Requests.**" For example, if you are in Heresson, you will use the **Heresson Time Off Requests** spreadsheet.

New Requests

All new requests are filtered into a sheet named for the start month of the request. For example, a request with the start date **6/15/2020** will be filtered into a sheet named **Jun**. This month's sheet is sorted by the Request Start Date column (column **E**), with the dates closest to today listed at the top of the sheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Submission Date	Name	Email Address	Department	Request Start Date	Request End Date	Reason for request	Using PTO?	Using Sick Leave?	Notes / Other Information about this request	Status	Scheduler Notes
14	10/08/2019	Test Employee	test.employee@momsorganicmarket.com	Ops	2/22/2020	03/01/2020	Chicago to visit family	Yes	No			
15												

To **Approve** or **Deny** a request from your store spreadsheet:

- Find the request you would like to Approve or Deny
- Locate the **Status** column
 - This will always be column K

The screenshot shows a Google Sheet interface with a spreadsheet. The columns are labeled G through L. The headers for columns G through L are: 'on for est', 'Using PTO?', 'Using Sick Leave?', 'Notes / Other Information about this request', 'Status', and 'Scheduler Notes'. The 'Status' column (K) is highlighted with a red box. Below the headers, the first row of data shows 'go to family' in column G, 'Yes' in column H, 'No' in column I, and a dropdown arrow in column K.

G	H	I	J	K	L
on for est	Using PTO?	Using Sick Leave?	Notes / Other Information about this request	Status	Scheduler Notes
go to family	Yes	No			

- Use the drop down menu in the appropriate cell and choose **Approve** or **Deny**

The screenshot shows the same Google Sheet interface as the previous one. The 'Status' column (K) is highlighted with a red box, and a dropdown menu is open, showing the options 'Approve' and 'Deny'. The 'Approve' option is highlighted with a blue box.

G	H	I	J	K	L
on for est	Using PTO?	Using Sick Leave?	Notes / Other Information about this request	Status	Scheduler Notes
go to family	Yes	No			

- That's it, the request has been updated!
- **The form will automatically process updated requests every 15 minutes.** No additional work needs to be done on your part.
- After Approving or Denying the request, the script will perform the following actions:
 - Automatically move the updated request to the "Approved Requests" or "Denied Requests" sheets based on your selection.
 - If the employee has entered their email address they will receive a notification about your decision. This notification will be sent for all approved or denied requests.

Please contact your RSM if you have any questions about Corp Time Off Request policy guidelines. Also be sure to read the [**Time Off Request From Guidelines for Managers**](#).

Form Questions

See the table below for a list of form questions and a brief explanation of each.

Question	Explanation
<i>Name</i>	Please use your full name (first and last) when completing this form.
<i>Email Address</i>	Enter your email if you would like to receive updates when a member of your LT responds to your request. You can use your Corp email address (if you have one) or your personal email address.
<i>Store</i>	The selected store will be used to associate your request with the correct LT email address.
<i>Department</i>	Optional. Your department may help your stores LT determine what coverage is needed to fulfill your request.
<i>Time Off Start Date</i>	<p>Choose the start date of your request. This date should be the first day of your time off. If your request is a <i>single day</i> or <i>part of a day</i>, your Time Off Start Date and Time Off End Date will be the same.</p> <p>You may indicate that you need a <i>partial day</i> off by entering a time to the right of the date for your request.</p> <p>For example: if you will be out of town from October 10th but can work until 2pm that day, you should enter 10/10/2020 2:00 as your Time Off Start Date.</p> <p>If you are requesting a full day or multiple-days off, please enter 00:00 as the time for your requested Time Off Start Date.</p> <p>For example: if you will be out of town from October 10th through October 15th, the Time Off Start Date will be October 10th. Enter 10/10/2020 00:00 into the form for this date.</p>
<i>Time Off End Date</i>	Choose the end date of your request. This date should be the last day you will be away from work.

	<p>Using the date from the example above, the Time Off End Date will be October 15th. Enter the full date as 10/15/2020 00:00 into the form.</p> <p>If you are able to work a partial shift on your Time Off End Date, you may indicate the time you are able to return to work in the form.</p> <p>For example, if you are able to begin work at 11am on 10/15, enter 10/15/2020 11:00 into the form as your Time Off End Date.</p>
<i>Reason for Request</i>	In as much detail as possible, please describe why you need to take time off during the selected period of time.
<i>Will you be using PTO</i>	<p>Indicate if you would like to use PTO to cover the hours you will be away.</p> <p>If you do not want to use PTO or do not have a positive PTO balance, please choose "No".</p> <p>If you are unsure about your PTO balance, or do not know if you have PTO available, please select "I'm not sure" and follow up with a member of your LT if you have any questions.</p>
<i>Will you be using Sick Leave</i>	<p>Indicate if you would like to use sick leave to cover the hours you will be away.</p> <p>If you do not want to use sick leave, choose "No".</p> <p>If you are unsure about any aspect of sick leave, please select "I'm not sure" and be sure to follow up with a member of your LT if you have any questions.</p>
<i>Notes / Other information about this request</i>	Optional. Use this section to list any details relevant to your request that were not included in your answers to the previous questions. This should include anything you feel your stores LT should take into consideration when reviewing your request.

Technical Issues

If you encounter any technical issues with this form please contact person@example.com.