**4 Tips on How to Ask Your Boss for a Day Off**

## *Match the tips with the paragraphs below.*

## Express Gratitude

* Follow Company Policy

## Give Sufficient Notice

## Provide a Reason

**Tip #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Tell your direct supervisor when you need time off and consult your employee handbook to see if you need to submit a written request to the human resource department. When a written request is required, use company letterhead if it is available. Maintain formal business language and keep your request direct and concise.

**Tip #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your boss will likely appreciate a heads-up, so she doesn't have to scramble to find someone to fill your shoes. Give her a minimum two-day notice, preferably a week's notice, so she has time to work around your needs. When possible, schedule the day off when you don't have any pressing or team-oriented tasks. You don't want co-workers to feel abandoned.

**Tip #3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your boss might be more likely to grant your request, without thinking you are just ditching work responsibilities, if you have a legitimate excuse. For example, you might say, "My husband has a non-emergency doctor's appointment and needs me to drive him." Or, "My children have a school function that I promised to attend." If you would rather not share your reasons, tell her you need to take a personal day.

**Tip #4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is especially important if you have used up your vacation time and personal days. You don't want your boss to think you are spoiled or entitled. You might say, "Thank you so much for considering my request. The time off is very important to me." Or, "I can't tell you how much I appreciate you giving me the time off." Don't promise anything in return because you do not want to create an "I-owe-you" relationship with your boss.

Adapted from http://work.chron.com/ask-boss-day-off-22303.html