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

## *Fill in the blanks with the new vocabulary.*

* **Tip #1:** Follow Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell your direct supervisor when you need a day 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if it is available. Maintain formal business language and keep your request direct and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Tip #2: Give Sufficient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your boss will likely appreciate a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, so she doesn't have to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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: Provide a Reason

Your boss might be more likely to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ your request, without thinking you are just \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that I promised to attend." If you would rather not share your reasons, tell her you need to take a personal day.

## Tip #4: Express \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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 "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" relationship with your boss.

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