



Employee Time off Request Form rev 8/2/2021

Name: _____ Date: ___/___/___

Date(s) Requested _____

Using Vacation Days for the time off? YES NO

Replacement Employee(s) covering your days/shifts:

Time off and Vacation Policy

- Requests for time off are to be submitted to Tom (Syracuse, Albany & Watertown) and Ashley (Plattsburgh) in writing on this form. Only this form will be accepted, no scrap paper or emails, NO PHONE CALLS unless it is an emergency.
- If you request a day(s) off or call in sick- We will not pay you the time off unless you specifically say you want to use your vacations hours.
- If you take a week of Vacation, we will use your vacation time.

After 1 year = 2 weeks of vacation After 10 years = 3 weeks of vacation After 15 years = 4 weeks of vacation

- **Always double check the schedule when you get it to verify that you are off the days you requested.**
- You are asked to find coverage for your day off. For vacations, unless in an emergency situation, we will still do the scheduling. Please contact another available driver via phone call, text or email and have them acknowledge the change. You cannot assume someone will cover your shift. If you are swapping days with a driver write that in the space provided on this form.