



Trees Organic  
COFFEE & ROASTING HOUSE

## Policies & Procedures

### **Requests for Days Off:**

Employees are permitted to request specific days off for the purpose of special occasions, doctor's appointments, school exams etc.

The following guidelines must be followed in order to ensure fairness to all employees, while maintaining staffing requirements for the business:

- There is a request limit of 3 days for full time and 4 days for part time employees during any one week.
- Requests for vacation must be made in writing to the manager at least two weeks before the expected date of departure.
- No more than 3 employees may request the same day off on any day, including weekends and holidays. Requests will be granted on a first come, first served basis. In locations operating with fewer staff, the limit may be decreased, as indicated by the store manager.
- Requesting days off are meant for the purpose of special occasions, doctor's appointments, school commitments, or other important reasons.
- There is no guarantee that every request will be fulfilled, however every attempt within reason will be made to accommodate employees.
- Employees must make requests for days off by the previous Tuesday each week in order to have their request considered for the upcoming schedule.
- Once the schedule is posted, employees will be responsible for finding their own replacement, with management permission, should they not be willing or able to work a scheduled shift.
- Availability changes must be submitted to the manager in writing no less than 2 weeks prior to the effective date of the new availability.