

# **Personal Time Off**

## **Time Off Requests**

Whenever possible please provide 14 days notice before taking time off. To submit a request you can send a text (preferred), or call the person who does your schedule. We understand that you can not always provide 14 days if it's for medical reasons. All other requests require 14 days notice. This gives dispatchers sufficient time to arrange for someone to cover for you.

## **Sick Time**

If it's medical related and you are going to be off work for 3 or more days, you may be required to provide a doctor's note to the company attesting to the severity of your medical condition and the number of days you need to be absent. This also applies if you have an immediate family member (mom, dad, spouse or kid) who is extremely ill.

## **Unpaid Time Off**

Most time off is unpaid, and there is no limit to how much time off you can take with proper notice. We highly encourage that everyone who's full time takes at least two weeks of vacation every year, so you don't get burned out.

## **Paid Time Off**

One exception where the company will pay for time off is a car accident while at work. Daniel may approve at his discretion 3 or more days for you to recover at \$100 per day depending on the severity of the accident.