



How do I ask my boss to let me take time off?

*Dear Carmen:*

My big sister is getting married this summer in Hawaii. She has asked me to be her maid of honor. Not only would I love to be there for her, but frankly, I could really use a vacation. My job is great but the hours are long, and I feel stressed out. The problem – I have not been with this company long enough to earn the vacation time (2 weeks) I would need. How do I ask my boss to let me take the time off?

~ Solana



*Dear Solana:*

Clearly you are a considerate employee and your ambitious work ethic probably isn't lost on your supervisor. Before asking for the time off though, double check your vacation options with the H.R. department. You may discover you are entitled to more vacation time sooner than you think.

Prepare for your meeting. Think about the work you will be missing while you are gone, and develop a plan for getting it done. Some of your workload could be assigned to another employee (i.e. someone you trust to accomplish the work without sabotaging you or trying to steal your job). Another approach – you could allocate a certain amount of time during your

vacation to respond to office issues either by phone or email. Finally, you should be prepared to suggest taking the time off without pay.

After you have all of the information in front of you, speak with your boss as soon as possible. The more advance notice you can give, the better your chances will be. Do let it be known that vacation time is important to you but so is your job. Ask for time off and make it clear that when you return to the office, you will be invigorated, recharged and ready to tackle absolutely anything!

*Sincerely,*

*Carmen*

