



Policy No: HR104
Created: March 2026
Updated:

Time off Policy

To ensure proper staffing, project coverage, and fairness to all employees, this policy outlines procedures for requesting time off and how unplanned absences are handled.

Time Off Requests (Planned Time Off)

- All time off must be **requested in advance** through **Workforce**
 - Requests must be submitted **no later than Tuesday of the week prior** to the requested day off
 - Time off requests will be **reviewed and approved/denied on Wednesday Morning**
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Vacation Time Off (1 Week or More)

- Requests for a week or longer must be submitted at least **2 weeks in advance**
 - Approval is subject to:
 - Workload
 - Staffing availability
 - Project schedules
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Vacation Scheduling Limit

- Only **one (1) employee** may be approved for vacation at a time
 - Requests are approved on a **first-come, first-served basis**
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Unrequested Time Off (Call-Outs / No Advance Notice)

- Any time off **not requested in advance** will be considered **unrequested time off**
- This includes:
 - Same-day call-outs
 - Missed work without prior approval

Unrequested time off will count against the employee during performance evaluations

Sick Time Policy

- A **single sick day** (call-out) will be considered **unrequested time off**
- **Consecutive sick days** will be treated as **one occurrence** and may be considered excused
- If an employee is out sick for **three (3) or more consecutive days**, the company may require a **doctor's note** before returning to work

Approval & Accountability

- Time off is **not guaranteed** until it has been **approved**
- Employees are responsible for:
 - Submitting requests on time
 - Ensuring adequate notice
 - Monitoring approval status in TSheets

Failure to Follow Policy

Failure to follow the Time Off Policy may result in:

- Denied time off requests
- Unrequested absences being documented
- Impact on performance evaluations
- Additional disciplinary action if patterns persist

I acknowledge that I have received and understand the Time Off Policy for Cutting Edge Renovation & Painting, LLC.

I understand that:

- Time off must be **requested in advance through TSheets**
- Unrequested time off will **count against my performance evaluation**
- Approval is required before taking time off
- I am responsible for following all deadlines and procedures

I agree to follow the policy as outlined.

Employee Name: _____

Signature: _____ **Date:** _____

