

# 5 Tricks to Ask for Time-Off from Work



Asking for time-off from work can be nerve-wracking.

*Is our boss going to be upset?*

*How do we ask?*

However, it's essential to take time-off from work to avoid burn out. When we have the vacation opportunity, it's important to know the best way to ask to make asking less nerve-wracking.

The first step is to know your company's vacation policy. For example, many companies have busy seasons that do not allow time off unless it is an emergency. You are probably limited on time. Ask your Human Resources person before your supervisor.

## **Don't Ask at the Busy Season**

Many companies have busy seasons. It could be when you gain the most contracts, develop a strategic plan, or attend conferences.

Plan for a break before or after your busy season. Recovery from intense work can also help you avoid burnout.

# Schedule Your Time in Advance

The more notice you can give your boss, the better. Doing so, allows your team to prepare for your absence. You can also complete important projects. Check your vacation policy for the mandated amount of time that you must provide.

## Ask in Writing

Submit your request in writing to ensure that your boss receives the correct details. Include the dates of your vacation and availability during your trip.

## Ask Rather than Tell

Requesting time off should be a discussion. The essential technique to creating a discussion is to ask rather than tell. It brings a sense of cooperation, understanding, and compromise.

**Avoid phrases such as;**

- “I am going...”
- “You need to...”

**Instead, use phrases such as;**

- “Can I...”
- “Would it be possible...”

## Plan the Best Time to Speak with Your Boss

You don't want to catch your boss at a bad time when you are asking for time off. Email your boss a meeting request. The meeting will be more relaxed when it is convenient for both of your schedules.

# Share How You Will Prepare for Your Time Off

Your absence could mean that extra work for the team. Explain to the boss how you will prepare for your time off. Share the list of projects that need to be completed before the trip. Discuss your availability during the trip. Your boss might expect you to check emails and voicemails. Make sure you are on the same page.