

How to take time Out of Office (days off) at Skate Like a Girl
If you are an hourly Staff member (Lead, Assistant, Up2Us Coach, Program Managers
who log hours and are not salary)

Approved February 2022 by HR Committee

1. **Communicate to your direct supervisor** which days you are asking to be out of office.
 - a. It is a best practice to not book travel or make concrete plans until you have done one of the following:
 - i. Notify your direct supervisor more than 2 weeks in advance
 - ii. Receive final approval from your direct supervisor
 - b. If you are requesting time off **more than 2 weeks in advance of requested dates**, your supervisor will be in charge of finding coverage/not scheduling you during your absence. Once this is completed and your direct supervisor acknowledges, you are good to go, [skip to step 2.](#)
 - c. If you are requesting time off **less than 2 weeks from requested dates**, it is your responsibility to follow steps below and find coverage for your shift(s).
 - d. Once you receive initial approval from supervisor in writing, **communicate with colleagues** to:
 - i. Find coverage for you for any programs, events, meetings (ex: sub for your camp shift) that you will miss during your out of office time
 1. We recommend posting in slack on your chapter's #everyone channel (example: #sea-everyone) to find coverage. Include the following info on your post to your colleagues:
 - a. Specific role, dates, times, and locations
 - b. Anything that needs to be brought to the site (ex: gear, banner)
 - c. Mention if anything needs to be passed off (ex: binder, keys, etc)
 2. You must find a sub that is at your position level or higher
 - a. Example: If you are a lead, you'd need to find another lead or director to take your shift. An assistant would not be able to sub for a lead.
 - b. Volunteers are not appropriate subs for staff positions.
 3. If you can't find anyone, try direct messaging or calling people.
 4. If you are unable to find coverage, reach out to your supervisor as soon as possible to see what other options you have.
 - e. **Report back to your supervisor of your action plan** while you are out of office to receive final approval - via slack direct message to your supervisor.
 - i. Examples of "action plans":

1. Lead Example: “Freddie will sub for me as a lead at skate camp on 8/7/21, from 8:30am-12:30pm. I will pass off the parking pass and skate gear to them on Thursday prior. I told them about the bathroom being closed and that they will need to ask security. I also will let the assistants know of my absence on this day via slack.”
 2. Assistant Example: “Noah will be covering my shifts at WTseash for the following weeks: 8/16, 8/23 and 8/30. I will be sure to let the onsite Lead know via slack.”
- ii. Ultimately, you may not receive final approval for your out of office time if there are extreme conflicts that cannot be navigated.
2. **Once approved- Notify colleagues** of your absence and action plan via:
- a. Post a message on slack on your local chapter’s “everyone” channel (example: #sea-everyone), tagging @people who are on the schedule with you for that program.
 - i. Example: “Hey Everyone! I’m gone on 4/3/21 and @Sarah is covering for me as Lead at the South Park Clinic (4:30-7). Wanted to make sure that @Brad @Louie know I won’t be here this day, and to look out for Sarah!”

FAQ:

- **What if I am looking for a sub within 2 weeks, and no one is available. Can I still take this day off?**
 - If you decide to take this day off without being approved by your supervisor, it will be considered a no-call no-show and may impact your future employment with Skate Like a Girl.
- **What if something comes up that is an emergency situation? (ex: Flat tire, family emergency)**
 - Be in communication with your direct supervisor and all staff/volunteers at your program site as soon & safe as possible. Work with your supervisor to create an action plan as soon as possible.
- **What if I am feeling ill?**
 - Follow the sick time policy and procedure outlined below and notify your direct supervisor immediately.
- **What if I am taking a different type of leave?**
 - Please see the Skate Like a Girl Team Member Handbook Leave section at pages 32-41 for further guidance as well as speak to your direct supervisor should you have further questions.

Sick Time Policy:

Sick time for a non-exempt employee is separate from vacation, **an employee will accrue 1 hour of sick leave for every 30 hours worked**, for a minimum of 24 hours (or 3 days) of sick leave per year. Upon being hired, employees immediately start accruing sick time as soon as they start logging hours. More specifically, the rate is 6.67 hours per month up to a maximum accrual cap of 20 days or 160 hours. No more than 48 hours (or 6 days) of sick time may be rolled over into the next calendar year, unused sick time will be forfeited.

You are encouraged to use sick time when it is needed. It is crucial that you communicate any sick days. See forgoing notes on using sick time:

- **How to take a sick day:**
 - Communicate to your supervisor that you are sick
 - If within a few days, do this via slack DM
 - If within 24 hours, or on a weekend, call your supervisor ASAP
 - There is no prior “approval” needed for taking a sick day.
 - You will be paid out for any eligible sick time you have on record for the shifts you missed due to being sick, utilizing your accrued and unused sick time.
 - If you are ever curious about how much sick time you have accrued, you can check with your supervisor or check your gusto account.
 - Unless you notify otherwise, it will be assumed the notice of absence is for one (1) day total, thus please advise if your absence will be for more than one day and repeat the appropriate absence procedure as necessary.
 - Once you’ve let your supervisor know of your illness, they will follow up with finding a sub and/or canceling your program if necessary.

- **Other key information:**
 - Using sick time does not require advanced notice like vacation days, however, as much heads up to the team as possible is ideal, (i.e: such as 24 hours notice)
 - Sick time can be used for physical and mental health needs as well as to care for your immediate family members as appropriate.
 - It is crucial that you communicate when you take sick days, classifying said time as “sick time” so that it can be marked in Gusto when payroll is run for that period when you took sick days.

- **COVID Exception to Sick Time Policy:**
 - Allow staff to use PTO for COVID related illness if they run out of sick time
 - Employees are not allowed to go into the negative with sick time
 - If employees run out of sick time, it will be unpaid time off
 - If an employee has a surgery or other pre-determined medical related absences, where they’re able to give 2 weeks notice, then they would utilize sick time, and thereafter cover the rest with PTO
 - Employers encourage employees to apply for state disability for qualifying events