

# **Memo**

**To All Employees:**

**In order to accommodate time off requests for Dr. Appointments, Dentist Appointments, Jury Summons, Vacation time, etc. we are all needing to follow some steps that will help maintain communication, especially during busy season.**

- 1. Obtain a Time Off Request Form from your Area Manager, fill out and have it approved by them.**
- 2. Area Managers need to turn them into to Dispatch as soon as possible so the scheduling can accommodate the request.**
- 3. When making a Dr.Appointment, please ask your health care provider if there are any late cancellation fees and what time frame the appointment must be cancelled in order to avoid the late fee. Dispatch will do their best to schedule around the appointment and give you timely notice if it is not possible for the time off. It will be the employee's responsibility to cancel the appointment before the late cancellation.**

**To avoid communication break-downs, please follow through with this request, it will greatly help all of us.**