



CHICO AREA RECREATION AND PARK DISTRICT

545 VALLOMBROSA AVE, CHICO, CA 95926
 PHONE (530) 895-4711 FAX (530) 895-4721

YOUTH SPORTS REQUEST FOR TIME OFF

A Request for Time Off form must be turned in to your supervisor. It is your responsibility to cover your shift.

Not all time off requests can be approved. Do not assume you will be granted time off until you have a confirmation from the Recreation Supervisor.

Staff name _____ Program _____

Date of request _____ Phone _____ Email _____

Requested days off _____

Substitute's name _____ Substitute's phone _____

Staff signature _____

Program Director signature _____
 (only needed if applicable)

Know you need time off	Call everyone on the staff list as soon as possible. Turn in a time off request at least two weeks in advance.
Become too sick to go to work or have an emergency	Call everyone on the staff list as soon as you realize that you cannot work until you find someone available. You also need to notify your director that you will be absent. A time off request needs to be turned in as soon as you get back.
Cannot find a sub	Notify your director and Recreation Supervisor as soon as possible to notify them of the situation and they can try to help find a sub. (This is a last resort)