



SEASPAR Day Camp - Time Off Guidelines

SEASPAR requires all staff abide by the following guidelines when requesting time off during the Day Camp season.

- Staff members must complete the Time Off Request Form and submit to m Downing@seaspar.org
 - No requests will be granted unless presented a minimum of five business days before the absence date.
 - Requests must be presented to the Day Camp Coordinator – any requests given to the Site Director will not be considered until received by the Day Camp Coordinator.
 - Requests are not guaranteed and will only be granted based on the ability to find a replacement.
 - Multiple requests for the same date will be accepted in the order they are received by the Coordinator.
 - Staff members are limited to a total of three absences. Because camp covers such a short period of time, we ask that you plan your vacations and time off around camp dates. Requests for more than three days will not be granted unless special circumstances are present.
 - Requests can be made prior to the start of camp although they will only be granted on the ability to find a replacement.
- Once request approved by Day Camp Coordinator, place request information on Shiftboard.
 - It is your responsibility to find a replacement to be approved off for the request dates.

Time Off Request Form

Name: _____ Date: _____

Camp: _____ Requested Date(s) Off: _____

Reason: _____

Office Use Only:

Date Received: _____

_____ Site Director Contacted – Confirm Attendance

_____ Request Denied _____ Request Granted

Replacement Staff: _____

Day Camp Coordinator

Program Manager