

## REQUESTING TIME OFF



**1. Listen carefully to a conversation between an employee requesting time off and his manager. Decide if the following statements are true or false.**

T F At first, the employee asks for four days off.

T F The employee wants time off to go on a business trip.

T F The employee originally planned to take time off in July, but changed it to June.

T F Jake will cover the employee's work while they are away.

T F Lisa agreed to take care of the employee's work while they are away.

T F The employee accidentally says that Jake is on maternity leave instead of paternity leave.

T F The manager reminds the employee that public holidays count as part of their holiday leave.

T F In the end, the employee requests four days off.

T F The manager says that he will let the employee know if he accepts or rejects the request before the work day finishes.

T F The employee forgot about overtime hours, which they could use for extra time off.

## 2. Complete the dialogue with the missing words.

*Employee:* Good morning, Mr. Adams. I'd like to submit a ..... for some time off next month.

*Manager:* Good morning! Well, that depends—how many days would you like to request?

*Employee:* I'd like to take five ..... , from June 10th to June 14th.

*Manager:* Hmm, that's quite a few days. Is it for a vacation?

*Employee:* Yes, I haven't taken any ..... leave this year, and I'd like to spend some time with my family. We were originally planning for July, but it turns out June works better for us.

*Manager:* I see. June can be a busy month. Have you checked if we have enough ..... to cover your work during that period?

*Employee:* Yes, I spoke with Lisa, and she said she could handle my tasks while I'm away. I also asked Jake, but he'll be on maternity leave—oh wait, I mean ..... —so he won't be available.

*Manager:* Alright, that's helpful. You know that ..... holidays don't count as part of your holiday leave, right? There's one on June 12th, so you might only need to use four days of your leave.

*Employee:* Oh, I completely forgot about that! That's great news. In that case, I'll just take four days off.

*Manager:* Sounds good. I'll review your request and let you know by the end of the day.

*Employee:* Thank you! I really appreciate it.

*Manager:* No problem! By the way, don't forget that you still have some ..... hours from last month. You could use them to take an extra half day off if needed.

*Employee:* That's a great idea! I'll think about it.