

Follow Instructions: Sequencing



New Procedure: Requesting Vacation Time

If you want to request vacation time there is a new procedure to follow. First, you must print of a Vacation Request form from the company database. Next, you must fill out the form in pen and then put it in your manager's mailbox. Then, you must wait for your manager to approve your request. Next, inform your co-workers of the days you will be away and tell them what you are working on so that they can cover for you while you are gone.

Remember:

- Each vacation cannot be longer than 2 weeks
- You must give your manager at least 1 month notice of your vacation request

Part A: Read the work memo and answer the questions.

1. What is this new procedure for?
2. What should you do after you fill out the form?
3. What should you do before you tell your co-workers you will be away?
4. You can go on a vacation for 20 days.
5. How much notice of your vacation request must you give your manager?

Part B: Draw a line from the number to matching instruction to show the correct order.

Tell co-workers when you will be away	
	Fill out the form in pen
Wait for manager to approve request	
	Put form in manager's mailbox
	Print Vacation Request Form

1
2
3
4
5