

Time off memo

UNPAID TIME OFF

We believe that it is important to take the necessary time off to support a life/ work balance; while maintaining a successful career at Dosha. We have created this guideline to support this belief. We have included the maximum unpaid time off in combination with an employee using/exhausting all of their PTO.

- Unless otherwise required by law, the maximum unpaid time off in a calendar year is as follows:
 - Zero up to two years of employment = five days of unpaid time off
 - After three years of employment = ten days of unpaid time off
- Unpaid time off must be pre-approved by management.
 - Unless otherwise required by law, requests for unpaid time off may be denied based on factors including the time of year, level of business activity, and other pre-approved vacations or unpaid time off and lack of coverage therein.
 - Approval should be requested *at least four weeks* prior to the time requested and will be granted on a first come first serve basis.
- Because we are in the service industry, employees are responsible for finding shift coverage for the days requested off as unpaid. Time off may not be approved unless all shifts have been covered in advance of the leave by the employee.
- If there are standing return requests on the books during the proposed requested time off, time-off may not be granted, unless otherwise required by law.
- No RTO or PTO will be approved November 15th – December 31st, unless otherwise required by law. However, you may submit a shift trade form, that provides coverage for your shift. It must be signed by the team member that is covering the shift and turned in at least four weeks prior to the date being requested. If there are standing return requests or new client request on the books during the proposed shift trade, it will not be approved, unless otherwise required by law.
- No more than 5 shift trades will be approved in a month, unless otherwise required by law.

Best Regards,

Lisa Perrault
Dosha SalonSpa
District Manager
Lisap@dosha.org
503.228.8280 ext. 262