

Vacation and Time-Off Request Policy

At Bogo Tanning & Med Spa, we prioritize delivering exceptional service to our clients. As a valued team member, your role is critical to the success of our operations and client satisfaction.

We have developed a vacation and time-off request policy to ensure smooth scheduling while accommodating your personal time-off needs.

1. Time-Off Request Notice:

- All time-off requests, including vacation and personal leave, must be submitted **at least 60 days in advance via email to; service@bogatanning.com**. This notice period allows us to adjust schedules accordingly and provide uninterrupted service to our clients.
- Requests made less than 60 days in advance may not be accommodated, except in cases of emergency or unforeseen circumstances.

2. Client Scheduling Considerations:

- As a technician at Bogo Tanning & Med Spa, you typically manage **10-15 pre-booked clients**, whose appointments are set weeks in advance. Treatments are often spaced out over consistent time intervals to ensure optimal results for clients.
- Short-notice absences can disrupt this schedule, impacting both client satisfaction and the efficacy of their treatments. Therefore, the **60-day notice** is essential to allow time for appropriate rescheduling or redistribution of appointments.

3. Approval Process:

- Time-off requests will be reviewed & approved by Jon Guyette only, taking into account business needs, staff availability, and the impact on clients.
- Submitting a request does not guarantee approval. You will be notified of the status of your request within 7 business days.

4. Peak Periods:

- During high-demand periods (e.g., holidays or promotional events), time-off requests may be limited. Management will communicate any blackout dates during these times.

5. Emergency Time Off:

- In the event of a personal emergency, please notify management as soon as possible. While we understand emergencies happen, repeated last-minute absences can lead to scheduling conflicts and affect your employment.

By adhering to this policy, we aim to maintain a high standard of care for our clients while ensuring our team members can enjoy time off with appropriate planning.

Your Understanding and Agreement

By reading & understanding this policy, you acknowledge that you understand the importance of providing adequate notice for time-off requests and that failure to comply with the policy may result in your request being denied.

Team Bogo~