

Student and Family Services Division (SFSD)

Time Off Request Process for Classified Staff - Updated August 2025

Action / Process for Classified Staff	Timeline for Requesting Time Off	Timeline for Supervisor Response
Submit a Time Off Request in Red Rover, to use Vacation, a Floating Holiday and/or Sick Time. (See this slide deck on how to request absences in Red Rover) → Be sure to notify your supervisor when you enter a time off request, to ensure they have time to review & respond by the relevant deadline. → If you are sick: inform your supervisors directly, and submit a time off request through Red Rover on the day you will be absent. → If you are not able to submit a time off request that same day, please ask your supervisor to make the adjustment. → You will not be able to make the request in Red Rover after the day you are absent.	Submit the Time Off Request in Red Rover: • Inform your supervisors as soon as you know you'll be requesting the time off. • Submit the request at least two weeks in advance, if requesting up to one week off. • Submit a request at least a month in advance if requesting more than one week off. • This may be waived in an emergency or in a situation beyond your reasonable control. → Our Division has a different process for requesting time off over school breaks, to ensure we have sufficient staff coverage at central offices. ◆ Because there are fewer people working during school breaks - especially during the summer - the impacts are greater if many people request the same days off. ◆ We need to review requests and align the schedules across all our programs and central offices to make sure we can cover counter service for families, open & close buildings, and staff the Resource Link. ◆ That's why we cannot necessarily approve every request for time off, and may need to ask staff to change their request(s). → See below the timelines for requesting time off over school breaks (for Fall, Winter & Spring Break SY25/26, and Summer 2026).	Supervisors will respond to Time Off Requests: • Within one week if requesting 1-5 days off • Within two weeks if requesting up to two weeks off → Our Division has a different process for requesting time off over school breaks. Timelines for requesting time off over Fall & Winter Breaks are listed below. → Note: The UESF contract for classified paraprofessionals states staff must receive approval at least one week before time is taken off. This timeline provides time for supervisors to review & approve requests.

Time Off Requests Over School Breaks - SY25-26

Note: Staff may continue to submit requests for time off after these deadlines. However, the requests would not receive confirmation of approval by the deadlines below and the chance of getting approved may decrease the later you submit the request. Supervisors can approve time off as soon as requests are submitted. Supervisors should review time off requests with their leadership team and check for conflicts with responsibilities such as counter service or other tasks.

Time Off Requests:	Submit Request By:	Supervisors will respond no later than:
Fall Break: November 24-28, 2025	Friday, October 3 End of the day	Friday, October 17 End of day
Winter Break: December 22, 2025 - Jan. 2, 2026	Thursday, October 16 End of the day	Friday, October 31 End of the day
Spring Break: March 27-April 3, 2026	Thursday, February 12th End of the day	Friday, February 27th End of day

Time Off Requests in Summer:	Submit Request By:	Supervisors will respond no later than:
Time Off During June 2026 Central Office Leaders who will continue working in the Division are expected to participate in Common Planning Days: June 8-11	Thursday, April 9 End of the day	Friday, April 24 End of the day
Time Off During July & August 2026	Thursday, May 7	Tuesday, May 19

Central Office Leaders are expected to participate in Common Planning Days: tentatively July 27-31.	End of the day	End of the day
--	----------------	----------------