



YFSVA YOUTH & FAMILY SERVICES OF VIRGINIA, INC.

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YFSVA Time-Off Policy

Time off requests:

- Staff must submit time-off requests in PurelyHR at least two weeks in advance.
- Time-off requests submitted less than 2 weeks in advance may not be approved.
- A maximum of 10% of employed staff will be approved for time-off on regular work days.

Time-off requests are approved:

- No more than 6 months in advance.
- Approval is a first come, first serve basis.
- Holiday time off requests will be on rotation (i.e. if you're approved for time-off around Thanksgiving, you may not be approved for time-off around Christmas).
- No more than 2 Monday or 2 Friday time off requests per month will be approved.