

Memo

To: Supervisors
From: Management
Date: 4/1/21
Re: Supervisor time off

Starting April 2021, supervisors will be required to assign their duties to a staff member that will be present for the days requested off. Please see example below for reference. A calendar showing which staff member will be taking care of supervisor duties on each day requested off will be required. Requests will be denied if the calendar is not attached to the time off request.

MONDAY – 4/5/21	TUESDAY – 4/6/21	WEDNESDAY – 4/7/21	THURSDAY – 4/8/21	FRIDAY – 4/9/21
Temp Logs: MA #1	Temp Logs: MA #2 PPE Inventory: MA #3	Temp Logs: MA #4	Temp Logs: MA #5 Vaccine Inventory: MA #6	Temp Logs: MA #7