

Asking for a Day Off

Role-play practice for communicating with a supervisor

Scenario: You know you need a day off next week. You want to ask early, use a respectful tone, and follow your workplace's time-off policy.

Practice script: planned time off

1. Start the conversation

Employee

Hi, [Supervisor's name]. Do you have a minute? I would like to request [day/date] off.

2. Ask what to do next

Employee

I am giving notice as early as I can. Is there a form, schedule request, or other step I need to complete?

3. Supervisor response to practice

Supervisor

Thank you for asking early. Please submit the request in [system/form] and I will check the schedule.

4. Close the conversation

Employee

Thank you. I will complete that today. Please let me know if you need anything else from me.

If you need to call out the same day

Hi, [Supervisor's name]. I am not able to come to work today. I am calling as early as I can. Is there anything else I need to do?

Before you finish

- ☐ Ask early when you can.
- ☐ State the day or date clearly.
- ☐ Ask what step the workplace requires next.
- ☐ Listen to the answer and repeat the plan if needed.
- ☐ Do not assume the time off is approved until your supervisor confirms it.

Your turn: practice the words you will use

I would like to request _____ off.

The next step I need to take is _____.