



SOP No	1.007
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

CANCELLATION OF TIME OFF

1 PURPOSE

1.01 This document establishes procedures for cancelling previously approved time off.

2 EXPECTATIONS

2.01 When necessity requires employees are expected to contact their Administrator when cancelling previously approved time off.

3 RESPONSIBILITIES

3.01 Employee is ultimately responsible to ensure all cancellations of time off are made to their Administrator.

4 PROCEDURES

4.01 If an employee decides to cancel their already approved and scheduled time off (whether sick, vacation or personal holiday) and returns to work:

- No later than the start of shift, the Employee is to contact, by leaving a message on voicemail, their Administrator and relay that "I cancelled my request for vacation and I am here today".
- If their Administrator is not available, another M&O Administrator will need to be notified.
- If no Administrator is available, the employee is to resubmit a time off request signed with date of vacation or sick leave and at the top write the words "Cancelled."
- After notifying their Administrator, the Employee is to then report to their Shop Supervisor for their daily work assignments.