

THE STRATHCONA



The Strathcona Hotel | 919 Douglas Street, Victoria, B.C. | 250.383.7137 | strathconahotel.com

IMPORTANT NOTICE ALL FOH STAFF

To: all staff, Front of the House
Regarding **Vacation Requests over the Holiday Season 2019**

August 21, 2019

This memo is to inform every one of our policy regarding requesting time off over Christmas and New Year's. Please know that a very limited amount of time off requests will be approved for the month of December as this is a very busy time throughout the establishment.

Until September 30th all submitted time off requests will be considered based on seniority and if you have had the time off over the past years. After September 30th all requests will be considered on a first come first basis.

As in previous years we will consider if you worked over the holidays previous years and keep in mind that we typically do not grant vacations including both Christmas and New Year's. You will have to select either or.

Do not finalize any travel plans, book tickets etc until your time off request has been approved in writing!!

You will have a response no later than October 10th.

Time off requests will be considered by the management team with final approval by Director of Outlets and Director of Human Resources.

For all students that will be on Christmas break it is expected that you are available to work up to 4 shifts per week during your school break.

Thank you,
Deanna