Flexible Time Off (FlexTO) manager scenarios

Scenario #1: Approve associate's FlexTO with no overlapping big deliverables.

FlexTO associate	Time off request	Manager observations	Manager actions	Outcome
Ashok	• 1 week off • 2 months in advance • Enters time off request in GTA Portal	• Ashok doesn't have big deliverables or deadlines during this period.	• Manager approves Ashok's time off request.	• Ashok's time off is approved. • Ashok connects with teammates to ensure they're equipped to support any high-priority items that may come up in his absence. • Ashok adds their contact information to his out-of-office message.

Scenario #2: Advise associate to plan their work deliverables around their time off.

FlexTO associate	Time off request	Manager observations	Manager actions	Outcome
Kimberly	• 1 week off • 2 months in advance	• Kimberly has an important annual report that is due during this time.	• Manager approves Kimberly's time off request. • Advises Kimberly to complete annual report in advance and prepare a teammate to answer any questions in her absence.	• Kimberly's time off is approved. • Kimberly meets with teammates to provide coverage during her absence.

Scenario #3: Rearrange associate's time off plans due to business needs.

FlexTO associate	Time off request	Manager observations	Manager actions	Outcome
Theo	• 1 week off • 2 weeks in advance	• Reviews the team's planned time off to ensure enough coverage. • Determines there's not enough coverage to approve Theo's 1 week request.	• Meets with Theo to discuss lack of coverage. • Theo shares he can work in the mornings for the week.	• Theo's afternoons off are approved for the week. • Theo uses the team's method of FlexTO tracking and MS Teams to add his time off.

Scenario #4: Encourage associate to take time off.

FlexTO associate	Time off request	Manager observations	Manager actions	Outcome
Jada	• No pending requests	• Jada hasn't taken time off this fiscal year.	• Encourages Jada to schedule time off in the coming weeks. • In next team meeting, manager discusses importance of taking time off for well-being and shares their own upcoming time off plans.	• Jada schedules much-needed time off. • The team has a better understanding of importance of time off for their well-being.

Scenario #5: Provide equitable time off during holidays.

FlexTO associate	Time off request	Manager observations	Manager actions	Outcome
Associates on the same team	• Multiple dates in December	• Multiple time off requests for similar time frames. • Not enough coverage from the team during the holidays.	• Drafts updated calendar, staggering time off for associates. • Discusses calendar and business needs for coverage at next team meeting.	• Manager works to ensure coverage through holidays, while ensuring each associate has time off during holiday season.

Scenario #6: Ensure FlexTO isn't used as a performance management tool.

FlexTO associate	Time off request	Manager observations	Manager actions	Outcome
Puru	• 1 week off at end of month	• Puru's performance hasn't been strong this year. • Puru doesn't have any big deliverables during the requested week off.	• Manager approves Puru's time off request.	• Puru's time off is approved. • Manager reaches out to their People Partner to address Puru's performance issues.