

how to manage employee time off



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Here are some tips for managing employee time off:

- **Communicate your policy:** Make sure your policy clearly states when and how employees can request time off.
- **Set deadlines:** Set a deadline for when employees can submit requests and when you'll accept them.
- **Prioritize requests:** Consider the needs of both your business and your employees.

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9) Prioritize fairness and consistency. When making decisions about which **time-off** requests to approve and which to deny, be as fair and consistent as possible.

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