

Five ways to get boss to grant leave

If only it were possible to get leave by dropping an application with the boss. Such is the dilemma that some make excuses while others end up creating a flowchart on reasons that can get the boss to say 'yes'. However, it need not always be this difficult. There are stalwarts who have left markers for others to follow.

1) Log in Extra Hours

A few weeks before asking the supervisor for leave, log in extra hours and get work done as you would before appraisals. "If congratulated, say it is because of the boss," says media professional. After sharing the credit, ask the boss if you could take few days off to get back to your six-cylinders firing mode. A 'no' is never heard in such cases, says. Work put in when the boss was away for personal reasons, like anniversaries and birthdays, gets bonus points as well.

2) Check Company Policy

Few employees take the trouble of examining leave policies or calculating their sick, privilege and casual leave. Some firms have made it mandatory for employees to exhaust their leave quota. Sabre Holdings, for instance, insists that if employees do not take their leave in the given year, it will lapse. IT firm Netapp, on its part, increased the number of holidays this year to become more employee-friendly. In such cases, bosses will have to stick to company policy, even if they grumble a bit.

3) Time it Well

Even if you need to take leave during an emergency, be aware of the company schedules, results, meetings and client delivery schedules. A few leave cancellations and date adjustments will go a long way in keeping the boss happy.

4) Keep a Back-Up Ready

Having someone hold fort in case the boss needs anything will help make your case stronger, says, analyst with a Mumbai-based brokerage. A back-up plan, another person to handle the team, accessible work schedules are essential before asking for time off. "Understand that a member gone for some time can be a handicap for a team and therefore, everything has to be made available to the heads," says.

5) Space it Out

Although it is the holiday season, the yuletide spirit may backfire if you ask for leave with a week or two of the previous leave period. So, a few days off for Christmas may work, but not a few more days for the New Year. For the boss, the holiday cycle follows a last recall process rather than a calendar or financial year.