



P.O. Box 213, Van Nuys, CA 91408 • Office (951) 782-2957 • (888) 405-2957 • Fax (951) 346-9091

### Schedule and RTO Notice

### Source 1 Security

Schedule is made according to business needs. No one is guaranteed or promised a set work schedule or shift. Scheduled days or shifts can change at any time and for any reason.

If you need time off or you would like to request time off, you must use the RTO ("Request Time Off") form and it must be submitted and approved in advance. Submitting an RTO form does not automatically approve your request for time off. Requests for time off are approved once a replacement has been found for that (those) day(s) that were requested and also depends on who submitted the request first. Always verify that your RTO was approved in advance.

If the RTO is not approved and you fail to work on that day/shift, it will be considered a "NO CALL, NO SHOW".

Switching work days or shifts is only allowed when using a "Switching Day or Shift" form (SDS). A SDS is used to show acknowledgement from both parties of the change and to ensure that there is no mistakes on the dates or times being switched.

If one party misses his shift after acknowledging the SDS, it will be considered a "NO CALL, NO SHOW".

**NOTE:** DO NOT wait until the last minute.

Remember: a conversation or a verbal notice is not sufficient enough.

By signing below, I acknowledge I have read and understood the Schedule and RTO Notice.

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Date							
	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Date							

A request for time off form must be filled out by employees every time that time off is needed. This form must be filled out and returned **48 hours** prior to the time that is being requested. If you do not fill out this form and return it with a 48 advance notice, the request for time off may **not** be granted. To complete this form, simply write in the date(s) below the day(s) needed, sign the bottom and return it 48 hours in advance.

Comments:

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Associates Name (Print Name)

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Associates Signature

\_\_\_\_\_  
Date