

**Job Search #4-**

# **Keeping The Job**

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## Keeping The Job - Vacation Time

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Many companies offer benefit packages that include paid vacation. While they do pay you for time off, there are certain things that you need to remember and do whenever you take your vacation time:

### **1. Request Time Off In Advance:**

You need to ASK for time off. Most companies need at least two weeks notice for vacations. Others may require a month's notice, and will only have certain times of the year when you can take off for your vacation time. Make sure you know what your employer's preferences are on taking your time.

### **2. Never Assume That You Are Going to be Able to Go On Vacation Just Because You Want To:**

Never make travel plans without first checking with the company to make sure that your vacation will be approved. You can't always know what else may be going on in the company, and it is a privilege to go on vacation – REMEMBER vacation time is a benefit, not an entitlement.

### **3. Get It In Writing:**

When you arrange for time off, make sure you get the approval written down. Many companies have forms to request off time, and if you fill one out, get it signed by your supervisor before you make travel arrangements. Also, always keep a copy of the signed approval.

### **4. Keep Working Up to the Last Hour Before Your Vacation:**

Employers expect you to work while you are at work. Sometimes it is difficult to keep working, and put in an honest day's work when you are looking forward to time off. To make sure your employer is willing to keep Vacation Time Benefits, make sure you follow through with your work responsibilities.

# Keeping The Job - Sick Time

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Sick time is a common benefit with many employers. Whether your employer has paid sick time off or not, always remember to do the following:

## **1. Call Your Boss As Soon As Possible:**

Don't wait until after work has already started to call in. Depending on the number of employees and the kind of job – usually you should plan on calling 4 hours before your scheduled shift.

## **2. Try to Find Your Own Replacement:**

It's not enough to let your employer know that you won't be there; you need to try to fix the situation. This will show your boss that you are trying to help, and you are not just flaking out on the job.

## **3. Stay Home:**

Some people will go do other things when they are calling in sick. If you are healthy enough to “go out” then you are healthy enough to go to work. Don't go anywhere but to the doctor – Don't go to movies, or shopping, or anywhere else. If your boss finds out that you left the house, he/she will lose respect and trust in you. This can affect your job.

### **Acceptable Reasons to Call In Sick to Work For:**

- Fever
- Vomiting
- Diarrhea
- Serious injuries requiring doctor treatment
- Eye Infections – Before being treated by a doctor
- Infectious Diseases – Strep Throat, etc. You will need to get a doctor to approve your return to work.
- If a Doctor tells you that you can't work
- To care for your sick baby or young child when no one else is available to care for him/her.



**Vacation and Sick Leave are  
privileges, not rights – don't  
abuse the privilege.**

## Keeping The Job - Sick Time

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### **NEVER Call In Sick For:**

- A Day Off
- Because you are sad
- Because you “don’t feel like working”
- Stress
- Headache
- Backaches
- Stomach ache without vomiting
- Sore muscles
- Sore joints
- Menstrual cramps
- Eye Infections – After being treated by a doctor
- Infectious Diseases – Strep Throat, etc. (After a doctor has approved your return to work.)
- Sick pets
- Doctor or Dentist appointments (These need to be arranged in advance)
- No ride
- No babysitter
- To stay home with a sick spouse or teenage child (unless it is a life or death emergency where the person needs to go to the hospital or if the doctor says they need 24 hour care)
- A hangover
- To visit or to be with family or friends – even if they are sick, giving birth, having a celebration, or need something else.
- To run errands
- To look for a new job
- To interview for a new job

**Make sure you are really sick when you are calling in sick!**

## Keeping The Job - Topics Of Discussion

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Many topics are not acceptable for the work-site.

Some of the things you should NOT talk about are:

- Religion
- Politics
- Racial/Ethnic Comments
- Negative things about the job
- Sex
- Drugs
- Criticism of Coworkers
- Negative things about the customers
- Illegal Activities
- Coworker Gossip

- Bodily Functions
- Threats

Some topics that should be appropriate:

- Work Related Subjects
- Sports
- Fashion
- Pets
- Family
- Ways to improve the job
- Holidays

# Keeping The Job - Problem Management



It's important to realize that you are going to have problems in the workplace. You will have problems at every job you will ever have. It's best to be prepared to deal with problems that come up. Here are some ideas on problems you may face, and ideas on ways to address them:

## 1. Interpersonal Conflict

- Talk it out with the person
- Be kind
- Avoid the person
- Avoid situations when conflict occurs
- Report dangerous or threatening behavior to your supervisor.

## 2. Gossip

- Ignore it
- If you hear people gossiping about you – laugh at whatever they are saying – DON'T get defensive.
- Avoid situations when people are gossiping – don't participate, don't listen.
- Be friendly regardless of what is being said about you.

## 3. Sexual Harassment

- Tell the person that their attention is unwanted, and needs to stop.
- Avoid participating in any sexual discussions and situations
- Do not tolerate any behavior that makes

you uncomfortable.

- Report dangerous or threatening behavior to your supervisor.

## 4. Scheduling Problems

- Talk it out with the supervisor to see if there can be changes to the schedule.
- Get to work when you are scheduled
- Remember that you are getting paid for a job, and for certain hours of work. Be grateful for having a job.
- Rearrange your personal life to accommodate work.

## 5. Difficult Co-workers

- Be kind
- Avoid difficult co-workers when you can
- Avoid situations when conflict occurs
- Do your job, and keep your mouth shut.

## 6. Difficult Boss

- Treat the Boss with respect
- Do what is asked of you without complaining
- Try to talk it out, if that doesn't work, then just do your job.
- Avoid situations when conflict occurs

**What are some other problems you may face? How can you handle them?**

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