

# Vacations, Wellness, Leaves of Absence

## Taking Vacations, Wellness Time, or a Leave of Absence

Staff can take time off from their duties as needed (or desired), so long as they get their work covered for the duration. We're not interested in policing your reasons! We just need to get the work done.

Alert us when you want to use PTO by emailing [payroll@triviamafia.com](mailto:payroll@triviamafia.com). ([Refer to this page](#) for more info on PTO benefits.)

Hosts should fill in the [Sub Form](#) to post a Request for a host sub; then use the [Sub Form](#) to file a Notification. The Request step can also take the form of a Slack DM to contact other Trivia Mafia staff to arrange for shift coverage - hosts are responsible for finding a sub for their shift. (Refer to this page for more info on our Sub Host Policy.) For Hosts, **more than three weeks would be a Long-Term Sub situation** (talk to [Mary Kate](#) to arrange for that); three or fewer would be on you to find coverage for each shift.

Admin staff should use the [Out-of-Office form](#) to file notice for time off (noting that we have gradients in that form, from 100% out to Out But Sorta In for working while parenting, for example).

For a longer leave or more complicated coverage support, reach out to the [department manager](#) to work out a schedule - or just [email Brenna](#) if you're really unsure.

**We will always work with you one-on-one to figure out the best way to accommodate your needs as a person to get time off and keep your job, in balance with the needs of the business to ensure that the work is getting done.** The more we know, the better we can help.