

Requesting Time Off

Training Manual

Requesting Time Off

Need to Request Time Off?

If you need time off, please submit a **Time Off Request** using this form:

 www.kevsgym.com/instructor-time-off-request/

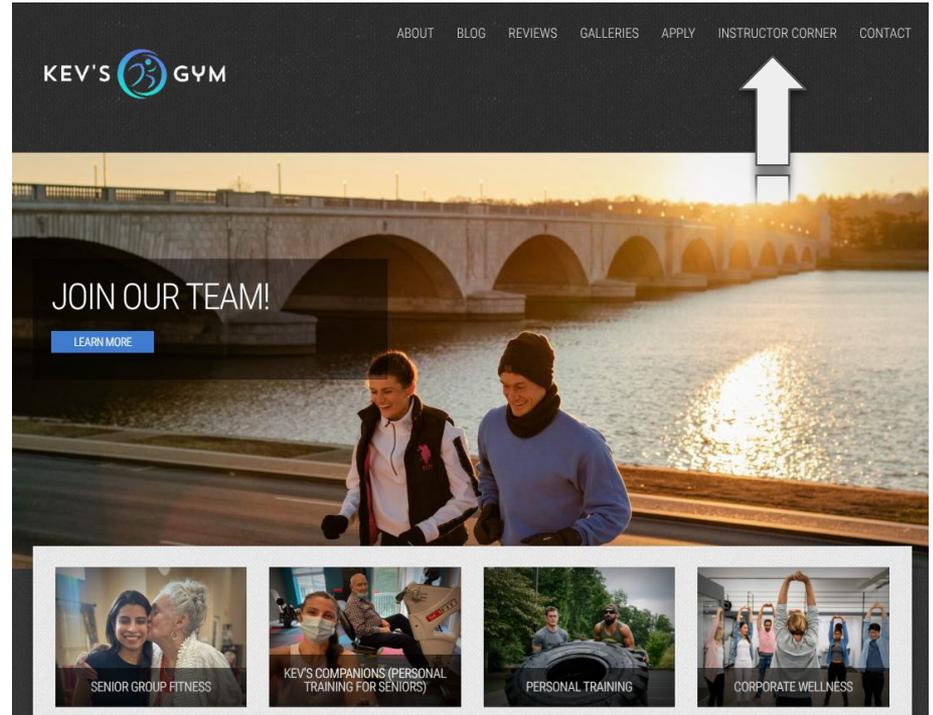
To access the form through our website:

1. Go to www.kevsgym.com
2. Click **“Instructor Corner”** in the top right corner
3. Select **“Instructor Time Off Request”** from the dropdown

 *Please submit your request at least 24 hours in advance so we have time to notify the client or arrange a substitute instructor.*

Got questions? We're here to help!

 support@kevsgym.com |  (571) 206-8538



Instructor Time Off Policy

Kev's Gym values reliability and consistency in all instructor scheduling. Excessive time off requests can disrupt client schedules and class continuity. To maintain high-quality service and dependable programming, instructors are expected to adhere to the following policy:

Policy:

Instructors may submit time off requests as needed; however, submitting **one (1) or more time off requests per month on average** will be considered **excessive**. If an instructor's time off frequency reaches or exceeds this threshold, Kev's Gym reserves the right to **reassign some or all of the instructor's classes** to ensure consistent service for our clients.

Important Notes:

- Time off requests should be submitted as far in advance as possible.
- Frequent or last-minute requests may affect scheduling priority, class assignments, and eligibility for future leads.
- Emergencies and illnesses will be reviewed on a case-by-case basis, but recurring patterns of absence may still trigger reassignment.