

Time Off from Work

Pre-reading

Questions:

- When do you take time off from work?

Definitions:

- Schedule – a list of work times
- Note – a short letter
- Relief – a feeling of being at ease, not worried



Photo courtesy of Dolci, Middlebury College

Reading

18 Greg is going out of town for two days. He asks his boss if he can take some
34 time off. His boss says OK, but Greg must find a person to work for him.
49 Greg looks at the schedule. Meg does not work the two days Greg is gone.
61 Greg leaves a note for Meg asking her to work for him.
78 The next day Greg goes to work. He sees a note that Meg left for him. Meg
82 can work for Greg.
99 Greg tells his boss that Meg will take his place while he is out of town. Greg
107 feels relief. He can **enjoy** his time off.

Understanding

1. How many days will Greg be gone? _____

2. Greg asks his _____ if he can take some time off from work.
3. Why does Greg look at the schedule? _____

4. Who can work for Greg? _____

5. What does the word **enjoy** mean? _____

Writing

Choice A: Retell the story in your own words.

Choice B: Write about taking time off from your job.
