

Managerial Comp Off Request Email

Subject: Compensatory Leave Request with Team Coverage Plan

Dear [Senior Manager's Name],

As team lead for [Team/Project Name], I am requesting compensatory leave for the additional hours worked during [specific period/event].

My overtime work included:

- Weekend team coordination: [X hours]
- After-hours client calls and support: [X hours]
- Extended project management during critical phases: [X hours]

Total compensatory hours: [X hours]

Requesting: [X days] comp off from [Date] to [Date]

Coverage arrangements during my absence:

- [Colleague 1] will handle daily stand-ups and team coordination
- [Colleague 2] will manage client communications
- All team members have been briefed on priorities and escalation procedures
- I will be available via phone for genuine emergencies only

I believe this arrangement ensures minimal disruption to team productivity while allowing me to utilize my earned compensatory time.

Please approve this request.

Best regards,

[Your Name]

[Team Lead - Department Name]

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