

Modified Christmas Work Schedule

Subject: Modified Christmas Schedule Request

Hello [Manager's Name],

Instead of taking full days off, I'd like to request a modified work schedule during the Christmas period from [date range]. I'm hoping to work reduced hours - perhaps half days or specific days of the week - to balance holiday commitments with work responsibilities.

This arrangement would allow me to participate in family Christmas activities while maintaining some presence in the office during our busy season. I'm thinking something like:

- Working mornings only from [dates]
- Taking [specific days] off while working normal hours other days
- Working remotely for part of this period

I believe this compromise would meet both personal and professional needs while ensuring adequate coverage for our team. I'm flexible on the exact arrangement and welcome your input on what might work best for our department.

Please let me know if this type of schedule modification is possible. I'm happy to discuss different options that work for everyone.

Thanks for considering this request.

Best,

[Your Name]

[Date]

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