

Remote Work Festival Leave

Subject: Festival leave request - Remote work considerations

Hi [Manager Name],

I hope you're doing well! I'm reaching out to request leave for [Festival Name] from [Date] to [Date]. Since I work remotely, I wanted to discuss how this affects our usual arrangements.

During the festival period, I'll be:

- Traveling to my hometown to celebrate with extended family
- Participating in traditional ceremonies that span several days
- In a location with limited internet connectivity
- Following customs that restrict work activities during certain days

While I normally have the flexibility to work around personal commitments from home, this particular festival requires complete presence and participation with family. The traditional aspects and spiritual significance mean I won't be able to maintain my usual remote work schedule.

I've planned ahead by:

- Scheduling all important meetings before/after the festival period
- Completing time-sensitive projects early
- Setting up auto-responses explaining my availability
- Briefing [Colleague Name] on any urgent matters

I really appreciate the flexibility that remote work usually provides, and I want to be transparent about when that flexibility has cultural limitations.

Thanks for understanding!

Best,

[Your Name]

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