

Travel Policy 2021

We are asking that all facilities supervisors make a list of all full time employees. (The name of every full time employee should be on this list – no exceptions).

In situations where the census is low at your facility and a full time therapist is asked to help out at another site, the supervisor will use the list to determine which therapist is asked to move.

Once the therapist goes to the facility requested, that therapists name is placed on the bottom of the list. If another therapist volunteers to travel, that is fine, however the original therapist whose turn it was to travel remains at the top of the list.

If you are opposed to traveling to another facility, you also have the option to go home early and use vacation time or time without pay. If you use either of these options, you name will be moved to the bottom of the list and the rotation will continue.

In facilities where we have both staff that are willing to travel and staff who are not. In order to recognize the staff who are taking on the additional responsibility of traveling, these therapists will be assigned patients first during the daily scheduling process done by the supervisors. Those therapists who do not wish to travel will have the remaining minutes distributed amongst them. If the amount of patient care you are assigned does not fill your day, you can use vacation time or go home without pay.

When we say travel to a building, we mean every building. Therapists cannot pick and choose the buildings they will and will not go to.

We will pay for drive time:

When we ask staff to travel, we will pay for travel time to and from the facility during the course of the day. If you are traveling to another facility for the entire day, the first half an hour from when you leave your house and the first half an hour after you leave the facility to go home should not be recorded in your drive time but all remaining drive time will be reimbursed.