

Time Off Process

Planned Absence

- PTO Requests are to be made using the Vacation Request Form and submitted a minimum of 1 month in advance of the requested date/s.
- All PTO requests must be approved by supervisor.
- **One person per discipline per day will be allowed off on any one day.**
- Do not schedule PTO prior to receiving supervisor signature on the Vacation Request form.
- All documentation must be up to date prior to anyone taking any planned days off.
- Further PTO policy is explained in the employee manual.
- PTO time is to be logged into the Labor Log of RO prior to leaving to ensure adequate time for meeting payroll

Unplanned Absence

- Illnesses must be called into the supervisor by 7 am or if Supervisor is ill, call facility staff and office by 7 am
- Supervisor must have in place an alternate plan to ensure processes are covered if unable to perform duties for the day.
- Sick time is to be logged into the Labor Log of RO either on the day of illness by the Supervisor or upon therapist return