

TIME OFF REQUESTS AND APPROVAL PROCEDURE

Approval for any time off or schedule changes must be requested using both the HPVC Time Off Request Form and When to Work unless there is an emergency or manager approved situation.

- Time off requests are required when you are requesting:
 - Paid Personal Time Off
 - Paid Sick Leave due to sickness (request submitted the day you return to work)
 - Paid Sick Leave for appointments
 - Time off without pay
- Paid Personal Time Off Request Forms
 - Time off requests must be received 30 days prior to the time being requested (e.g., a request for PTO on October 15th must be received before Sept 15).
 - Time off requests for holiday seasons (Thanksgiving, Christmas and New Years) and summer vacation time periods (June - September) must be received 60 days in advance.
 - Time off requests are not guaranteed and are based on a first come, first serve basis.
 - Employees that receive 64 or more hours of Paid Personal Time Off each year, must take 2/3 of their time off prior to September 1 of the year the Personal Time Off is earned.
 - Example: Employee earns 64 hours of Paid Time Off for the year, employee must take 42 hours prior to September 1 of the year earned.
- Paid Sick Leave Time Off Request Forms
 - Employees should make an effort to schedule medical appointments at a time when the employee is not typically scheduled to work. Time off requests for medical appointments should be submitted immediately after the appointment is scheduled.
 - Time off requests for paid sick leave due to sickness or hospitalization must be submitted the day the employee returns to work.
- Submission of Time Off Requests Forms
 - Time off requests are submitted using the HPVC Time Off Request Form in addition to requesting time off in When to Work. HPVC Time Off Request Forms are available in the HPVC Google Drive.
 - Time off requests forms are submitted to the Bookkeeper for submission to the Practice Manager and Practice Owner. These forms must be submitted within 72 hrs. of making the request in When to Work and are the employee's responsibility to submit.
 - Time off requests are not approved/disapproved until reviewed and signed by management.
- Employee Process for Requesting Time Off
 - Complete Time Off Request Form
 - Place completed Time Off Request Form in Kathy's "Employee Paperwork" box
 - Enter Time Off Request in the When to Work Program for the requested dates
 - When entering requests in When to Work each request(s) a comment is required
 - Examples: Paid Time Off for Vacation, Appointment scheduled today, does not meet 30 day advance notice, Sick Time Off for an appointment
- Leadership Processing of Time Off Requests
 - Bookkeeper or HR will enter Hours Available Balance and sign Time Off Request Form.
 - Practice Manager will review and recommend approval/disapproval.
 - Practice Owner will review and recommend approval/disapproval.
 - If approved, time off will be approved in When to Work.
 - If disapproved, employee will be notified of disapproval through When to Work
 - Time Off Request will be filed in employees' personnel file