



Paid Time Off (PTO), Unpaid Time Off (UTO), and Earned Sick and Safe Time (ESST) Request Policy

I. POLICY

An employee* requesting one or two days off must submit the request **at least** two weeks in advance. An employee requesting three or more days off must submit the request **at least** four weeks in advance. PTO may be used only if the employee has accrued PTO hours. Earned Sick and Safe Time (ESST) may be used in accordance with the guidelines within the Employee Handbook and the ESST Employee Notice in the Employee Handbook. Additional time off will be UTO. Also, refer to the *Employee Absence* policy (#27) and the *Time Off with Pay* policy (#28) for other policies regarding time off and absences.

II. PROCEDURE

To request time off, employees are required to either

1) Complete a "Time Off Request Form" and submit it to their immediate supervisor,

OR

2) Complete the "Request Time Off" electronic form on the When I Work website (applicable to **Day Program ONLY**)

The supervisor will either "approve" or "deny" the request. If a paper "Time Off Request Form" is submitted, the supervisor will return the form to the employee indicating their decision. If the request is made on the When I Work "Request Time Off" electronic form, the employee will receive an electronic notification of the supervisor's decision. The supervisor will record any approved absences on the appropriate office calendar. If a request is denied, the employee may attempt to find a replacement for the requested time off, but if they are unable to find a replacement, they are required to work their scheduled shift. Staff may cover another staff's shift if it does not put them into overtime. All shift changes must be approved by the staff supervisor.

- RSS Employees with PTO time, requesting time off (except for ESST hours) – the employee will be required to use their PTO
- RSS Employees with no PTO, requesting time off (except for ESST hours) – this will be up to the supervisor to approve or deny.

* DSPs, Program Assistants, IHS Advisors, and Direct Support Specialist Staff only