Time Off Benefits Policy

PTO benefits you have previously earned as of May 18, 2020 will be available and used according to our previous PTO policy. Moving forward, time off benefits will be as follows.

**PTO Benefits**

Paid time off is a benefit made available only to full-time employees who work Click or tap here to enter text. or more hours per week. Under normal circumstances, a full-time employee will receive the following paid time off:

* Equivalent of 1 work week per year (maximum 40 hours) after 1 year of continuous employment
* Equivalent of 2 work weeks per year (maximum 80 hours) after 2 years of continuous employment
* Equivalent of 3 work weeks per year (maximum 120 hours) after 5 years of continuous employment
* Equivalent of 4 work weeks per year (maximum 160 hours) after 10 years of continuous service

**How PTO Accrues**

New employees will begin prorated accrual of time off benefits after completion of 1 year of employment.

Time off benefits accrue at a prorated rate monthly based on the number of hours worked in a typical week. For example, an employee who works a 40-hour work week and is employed for one continuous year would accrue the equivalent of one 40-hour work week of time off, earned at a pace of 3.33 hours per month.

**How to Use PTO**

Paid time off can be used after it is accrued.

Paid time off does not roll over or pay out at the end of the calendar year, so employees are encouraged to use the paid time off they have accrued. Unused paid time off will be forfeited at the end of the calendar year.

Use the following guidelines for PTO requests:

* Paid time off must be requested two weeks in advance.
* We may not be able to grant every request for paid time off at the time it is requested. Approval is dependent on the availability of other staff members and busyness of the schedule/season.
* Make every effort to coordinate paid time off requests during a time when the doctor is away or the practice is closed for higher likelihood of approval.
* If two employees request time off for the same period, consideration will be given to the employee that submitted their request first.
* Employees who have accumulated two weeks or more of paid time off are encouraged to take them in a maximum block of one week. We are often unable to accommodate requests for two weeks or more of consecutive time off.
* Requests for more than one week of consecutive time off requires a 60-day notice.

**Unpaid Time Off**

Employees must use available paid time off benefits before requesting unpaid time off.

Under normal circumstances, a full-time employee will be allowed the following unpaid time off:

* Equivalent of 1 work week per year (maximum 40 hours) with up to 2 years of continuous employment
* Equivalent of 2 work weeks per year (maximum 80 hours) for any employee with 2+ years of continuous employment

Employees are allowed a maximum of requested time off leave per calendar year, including paid and unpaid leave. For example, a full-time employee who has worked 2 continuous years would be eligible to use the equivalent of 4 weeks off per year total—2 paid weeks and 2 unpaid weeks.

Maximum leave does not include leave for pregnancy, military duty, bereavement, or other specified leave.

Employees may coordinate with management to solve any scheduling issues that occur as general life issues arise. However, employees are required to work the schedule for which they were hired and cannot independently arrange for coverage of their position unless time off benefits are available and approved before use.

Please direct any questions you may have to the practice administrator in advance of your anticipated need to use time off benefits to ensure there is adequate time to provide answers and facilitate solutions.

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