

**DSP STAFF REQUEST FOR PTO/SICK TIME-OFF**

**POLICY**

**Introduction**

Establishing protocols for time-off requests is the way to maintain balance and fairness in a schedule. Guidelines also help with patient satisfaction and care, reducing the need for rescheduling and cancelling of patient appointments.

**Staff Time-Off Request**

**Advance Scheduled Request:** PTO that is planned in advance is to be requested:

* September 1st FOR Quarter 1 (Jan-Mar)
* December 1st FOR Quarter 2 (Apr-Jun)
* March 1st FOR Quarter 3 (Jul-Sep)
* June 1st FOR Quarter 4 (Oct-Dec)
1. Submit Request through UltiPro
2. Jennifer will send you Time-Off Request form to complete
3. Email form to: Victor Hatala, Executive Director-Administration

 Lynn McGrath MD, Executive Director-Medical Affairs

 Jennifer Skiendzielewski, Executive Administrative Assistant

 Office Coordinator (if applicable)

* Time-off may be granted at the discretion of the DSP Executive Director – Administration.
1. Jennifer will confirm approval/denial with OC (if applicable)
2. Mr. Hatala will approve/deny request within one week of request. UltiPro will then be updated by Jennifer or Rick.

***The time-off is not finalized until it is accepted through UltiPro.***

**Scheduled Request:** time-off that is not planned in advance as stated above is to be requested:

* 72 hours prior to the day(s) requested off
1. Submit Request through UltiPro
2. Jennifer will send you Time-Off Request form to complete
3. Email form to: Victor Hatala, Executive Director-Administration

 Lynn McGrath MD, Executive Director-Medical Affairs

 Jennifer Skiendzielewski, Executive Administrative Assistant

 Office Coordinator (if applicable)

* Time-off may be granted at the discretion of the DSP Executive Director – Administration.
1. Jennifer will confirm approval/denial with OC (if applicable)
2. Mr. Hatala will approve/deny request within 48 hours, with Friday requests being approved by end of day Monday. UltiPro will then be updated by Jennifer or Rick.

***The time-off is not finalized until it is accepted through UltiPro.***

**Unscheduled Request-Emergency:** Time-off that is unplanned due to an emergency is to be requested:

* At any time
1. Submit request through text.
2. Send the request to: Victor Hatala, Executive Director-Administration

 Lynn McGrath MD, Executive Director-Medical Affairs

 Jennifer Skiendzielewski, Executive Administrative Assistant

 Office Coordinator (if applicable)

* Will be granted on a case by case basis.

**Unscheduled Request-Sick:** Time-off that is unplanned due to illness should be requested at least:

* 2 hours from the start of your shift
1. Submit request through text.
2. Send the request to: Victor Hatala, Executive Director-Administration

 Lynn McGrath MD, Executive Director-Medical Affairs

 Jennifer Skiendzielewski, Executive Administrative Assistant

 Office Coordinator (if applicable)

* Will be granted on a case by case basis.

**General Guidelines**

Alternating holiday vacation days should be followed per office.

A time-off request of greater than ten consecutive days will be approved only in extraordinary circumstances.

Any time-off submitted outside these guidelines may be approved on a case by case basis only at the discretion of Executive Director - Administration.

Unforeseen circumstances or emergencies must be communicated immediately to the Office Coordinator, Executive Director - Administration, Executive Director – Medical Affairs, and the Executive Administrative Assistant immediately.

Available PTO/Sick days will be tracked based on the DSP policy.

**Contact Information**

Victor Hatala hatalav@deborah.org 609-802-8566

Lynn B. McGrath, MD mcgrathl@deborah.org 609-471-2562

Jennifer Skiendzielewski skiendzielewskij@deborah.org 609-433-3340

**Effective 1/1/2021**