Paid Time Off (PTO) Request Procedure

Submitting PTO Requests

- For PTO requests that are **more than 5 Program Days away** time can be submitted through Paychex.
- For PTO requests that are **less than 5 Program Days away** the call out procedure needs to be followed (see below)

Extended PTO Requests

- Any request for **three (3) or more consecutive workdays** must be:

    o Submitted through Paychex **at least two (2) months in advance**, **or**
    o Accompanied by a **medical note**.

Approval Process & Blackout Days

- PTO requests are reviewed on a **first-come, first-served basis** during the weekly review.
- **Blackout days** may be implemented when the maximum allowable number of absences has been reached for a specific date.
- Additional Blackout days are added on a **rolling basis** and are determined by previously approved PTO.
- A current list of blackout days will be:

    o Posted and pinned in the **NVT Announcements Cliq channel**
    o Updated and reposted each time a new blackout date is added.

Call-Out Procedure

The call out line needs to be used when a staff is unable to work a scheduled shift that falls outside of the timeline to request Paid Time Off through paychex (see above)

When you use the "call out line" at (802) 876-7039, please have the following information ready:

- **Your name**
- **The day/Date you are requesting coverage for**
- **If you are requesting a full or half day, if half day what time you need to leave by or can arrive by**
- **What client(s) you are scheduled with that day**

In order to allow for adequate time to determine coverage, staff will need to call out by 6:30am on the morning they are requesting coverage for.

Any calls made AFTER 6:30am for the day-of call outs will not be addressed through this call out procedure. Instead, you will have to call your supervisor.

Please note that you can call to request Paid Time Off any time prior to the day of coverage. It does not need to wait until day-of.

Please remember to submit PTO through Paychex for the shift that was covered.