

Paid Time Off (PTO) Request Procedure

Submitting PTO Requests

- PTO requests must be submitted through **Paychex** for any requested day(s) **up to Wednesday at 8:00 a.m. prior to the requested date.**
 - **After Wednesday at 8:00 a.m.,** PTO can no longer be requested through Paychex for the upcoming period. Employees must instead follow the **call-out procedure.**
 - PTO requests submitted within the Paychex timeline are reviewed **weekly on Thursday and Friday.**
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How the Deadline Works (Examples)

To clarify how the Wednesday 8:00 a.m. cutoff works, see the examples below:

- **If today is the 6th:**
 - PTO requests for the **12th or later** may be submitted through Paychex.
 - PTO requests for the **7th, 8th, or 9th** must follow the call-out procedure.
- **If today is the 8th:**
 - PTO requests for the **19th or later** may be submitted through Paychex.
 - PTO requests for the **9th–16th** must follow the call-out procedure.

Monday	Tuesday	Wednesday	Thursday	Friday
5th	6th	7th	8th	9th
12th	13th	14th	15th	16th
19th	20th	21st	22nd	23rd
26th	27th	28th	29th	30th

Extended PTO Requests

- Any request for **three (3) or more consecutive workdays** must be:
 - Submitted through Paychex **at least two (2) months in advance, or**
 - Accompanied by a **medical note.**
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Approval Process & Blackout Days

- PTO requests are reviewed on a **first-come, first-served basis** during the weekly Thursday/Friday 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:
 - Posted and pinned in the **NVT Announcements Cliq channel**
 - Updated and reposted each time a new blackout date is added.
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Please plan PTO requests accordingly to ensure timely review and approval.

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.

If calling out on a blackout day proof of emergency is required or you will be charged double the amount of time taken.

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