

Call In and Paid Time Off (PTO) Request Policy

ST. JOSEPH ACADEMY

Department:	ECEC
Number:	800.5
Effective Date:	June 1, 2009
Review Date:	February 27, 2020
Revised Date:	August 23, 2021
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I. Policy:

The purpose of this procedure is to ensure that employees know the expectations for calling in and requesting time off.

II. Procedure:

A. Call In Procedure:

1. It is the employee's responsibility to personally notify his/her supervisors as early as possible or a minimum of 2 hours prior to the start of the shift on the day when he/she will be absent or late. If you are an opener and you know you are not feeling well enough to work in the morning, please notify your supervisors the night before to give ample time to find coverage for the opening shift. Employees must call:
 - Karrie Krueger (414) 975 - 1929
 - AND
 - Kayla Fellows (715) 851 - 6337
2. Voice mail messages and message left with the receptionist are unacceptable methods of communicating absences or lateness; the employee must speak directly to the supervisor or designated individual in the supervisor's absence. A text message is an acceptable form of communication; however, the employee must receive a reply from the supervisor within one hour for the text to qualify as notification.
3. PTO will be used anytime an employee is absent. If an employee is absent due to illness, the supervisors may require a physician's statement for the employee to return to work. This will help prevent the spread of communicable diseases in accordance with the licensing rules. For three (3) or more consecutive days of illness, a physician's statement is required for the employee to return to work.

B. Additional Paid Time Off (PTO) Guidelines:

- PTO requests must be submitted at least 2 weeks prior to the date requesting off, but no more than 6 months in advance. All PTO hours will be taken in minimum increments of .1 hour. Employees will be required to use accrued hours from their PTO bank when requesting time away from work in lieu of taking time off without pay, except when dictated by law.

- All PTO requested is submitted through the Time Keeping System. Your direct supervisor will approve or deny the request within 60 days of requested date based on the availability of substitute staff.
- PTO is granted on a first come first serve basis.
- To receive holiday pay, an otherwise eligible employee must be at work on the work day immediately preceding and immediately following the day on which the holiday is observed.
- It is the responsibility of the employee to ensure he or she has the PTO time when the time comes for you to take approved time off. Employees who repeatedly use up their PTO prior to taking an approved vacation causing the time off to be unpaid will be subject to disciplinary action up to and including termination.

C. PTO Denials: The following is a list of reasons for PTO request being denied:

- More than one person in the classroom and/or area you work in has already requested off.
- Lack of staffing.
- Lack of accrued PTO time.
- No more than two staff will be allowed off at one time, unless staffing and enrollment allows us to approve more than that amount.
- PTO requested more than 6 months in advance.
- Previous PTO use preceding or following a paid holiday.
- If program is in NAC formal rating window or any accreditation observation time.

D. Unpaid Time Off:

If employees have no hours in their PTO bank and request time off without pay, this time off is to be granted totally at the discretion of your supervisor, if the needs of the ECEC will permit. It is not a normal practice to grant unpaid time off that is not in conjunction with FMLA or an extended funeral leave. Employees with excessive unexcused absences of five or more per year will be subject to disciplinary action up to and including termination.

Approved by: 
President/CEO

Date 8/23/2021