

ADFINITAS PAS PAID TIME OFF (PTO) POLICY

Adfinitas Health is committed to ensuring that all providers can take advantage of their accrued leave hours. As we are a healthcare corporation, leave can only be granted if a high quality of patient care can be maintained.

- Post Acute Services has a traditional work week schedule; 40 hours per week (for full time) with workdays being Monday through Friday.
- PTO (paid time off) is granted to qualifying employees on an accrued basis. A set number of PTO hours are added for provider per pay period. PTO hours must be available for leave to be granted.
- All PTO requests should be submitted through Qgenda. Leave must be requested at least 3 weeks in advance during “normal” time. See the information below for request deadlines related to summer and holidays.
- Providers have sole responsibility in determining if they have adequate PTO hours accrued prior to making any time off requests. This is done by checking PTO accrual in the company's Payentry system.
- Unpaid leave (defined as leave without PTO) is allowed only under special circumstances. If a provider's responsibilities cannot be covered then unpaid leave will not be permitted. If a provider requests and/or takes time off and it is not approved due to lack of unpaid leave disciplinary action will result.
- We recognize that emergencies do arise and will attempt to accommodate when this happens. Please submit information to ptorequest@adfinitashealth.com immediately if an emergency or illness arises and you are unable to work on a particular day.
- As your scheduled vacation time approaches, please inform your facilities of your time away. Please coordinate with Region Leads to make sure that all day call and rounding responsibilities are reassigned.
- PTO requests are considered after the first 90 days of employment, as per your contract, no leave will be paid during these first 90 days.
- Only one team member from each facility will be allowed PTO for the same days. Please coordinate with your facility teams when considering time away. Providers should communicate with team members prior to making plans and requesting PTO.
- We do not guarantee that leave will be approved if travel plans are made prior to submitting your request. Please obtain approval for leave prior to paying for any travel.
- The maximum length of leave that can be accommodated is 2 weeks and is only available during non-holiday and non-summer months.

There are six paid holidays (if on a weekend, we comply with federal determination for assigning the holiday):

Please note that providers working full-time 4 days per week will not be compensated for the holiday if it falls on their normally scheduled day off. Additionally, the provider will not receive an additional paid day off.

- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

Summer Vacation (Memorial Weekend-Labor Day Weekend)

Please submit requests by March 15. Any submission for summer PTO after March 15th may not be approved. Vacations longer than a week during popular times cannot be assured. We would like all providers to have a chance to take vacation in the summer therefore time off for each provider will be limited to a reasonable amount.

Fall/Winter Holiday Time Off (Including Thanksgiving, Christmas, and New Years Eve)

Please submit requests by August 31st. Holiday/Vacation time off submitted after September 15th may not be approved. To allow all providers time off during holidays, each provider can only have additional time at one winter holiday. Ex: Thanksgiving, Christmas, or New Years. Only two days can be granted continuous with one of these holidays. These restrictions are meant to ensure that providers can have a day or two off during the holidays, rather than a small number of people taking multiple days. The providers not granted time off for a requested holiday will receive priority the following year.

The Friday after Thanksgiving is NOT a holiday. All facilities must be staffed this day as a four-day gap in on-site providership does not meet our standard of care.

New Year's Eve and Christmas Eve are not paid holidays, and if PTO is desired for those days, requests must be submitted in Qgenda.