

Request For Time Off

Requests for time off should be submitted 1 month prior to time requested. Requests should be submitted to Administrative Support for approval. If a request is submitted less than 1 month prior it has a decreased chance of approval. PTO is available for use after the first 90 days of employment.

Approval of time off is dependent upon coverage and PTO accrued by the employee. When the same time is requested by employees in the same position it will be granted on a first come, first served basis according to the needs of the clinic.

Un-paid time off may be taken in emergency situations when PTO has been exhausted, or for pre-

arranged extended leaves of absence. AIPT does not offer unlimited time off without pay. Date: _____ Employee: _____ Dates Requested: Return Date: _____ Reason for Request: (If confidential, give this information in private) Job Duties to be Covered: YES Initials: Approved: NO PTO hours necessary for this request: Notes: Anticipated PTO Hours available (Employer Fill Out):

______ Dates Requested:_____

____Reason_____

Anticipated PTO Available:

Denied:_____ WebPT entered_____ OM Cal____ Reception calendar ___

used:

equired Coverage Details: