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## **Employee Attendance Policies, v.3.2023**

### **PTO Requests**

As explained in your employment agreement: 1) PTO should be requested at least 30 days in advance if at all possible (this allows for help in coverage and better management of caseloads) and 2) PTO is not to be taken before or after a week-long office closure. Any unused PTO balances for the year should be submitted for approval by November 15<sup>th</sup> to ensure at least 30 days advance notice and for planning around year end.

### **PTO versus PRETO (less than 2 hours)**

PRETO was created with the intent to afford the team additional flexibility in scheduling personal appointments during your workday around your treatment schedule, piggy backed off lunch, etc. The following constitutes the use of PRETO: doctor appointments, family appointments, car issues, etc. The policy has always been if it's 2 hours or less and does not impact client service delivery, it is considered PRETO. If a client is impacted by the PRETO request, then PTO will be taken. There is flexibility with PRETO in lining up coverage or moving appointments around in the week; rescheduled clients must attend the reschedule time/day for PTO not to be impacted. If you are looking to use PRETO when you have a current client scheduled, please talk to your colleague(s) for coverage BEFORE you put in your request to ensure this is going to work, otherwise, PTO will be taken for your time out of the office given the impact on client service delivery. PRETO cannot reduce PTO hours for any given day; you cannot piggyback the two.

It is expected that if PRETO time is taken that the time is made up elsewhere in the week, or during non-working hours, to ensure you have completed your weekly job responsibilities (i.e. coming in early, staying late, or working at home, if you did not get your notes, evaluations and paperwork completed and up to date; in addition to, emails, or other such work as outlined in your position description/HAT).

**You must first get approval for PRETO before taking it.** PRETO approval is as follows:

1. 30 days in advance, like PTO requests, submit your approval to Management via Dominion. If your request is needing immediate approval for a future date, please follow up with Management directly to review your request. While you are waiting on PRETO to be approved for a date into the future, you can reserve in RT with the following designation: UNCONFIRMED PRETO.
2. For same day PRETO requests (i.e., illness, unexpected appts, etc.), you must contact your Clinic Manager for approval. Once approved by your Clinic Manager (CM), she will notify management and you can submit it in Dominion. You must indicate in the comment section "Approved by CM" in Dominion to ensure the Executive Council knows that the CM has approved the PRETO.

For all PRETO requests, once your time is approved, please make sure you update this information in Raintree, so all company divisions are aware if someone is out of the office with the following designation: PRETO.

Please note, PRETO requests may not always be approved so do not assume that a request is going to be automatically granted, as this is an intangible benefit available to the AASL team on the basis of our mutual give and take relationship. Frequently recurring PRETO requests will be monitored. PRETO/PTO balances will be shared throughout the calendar year to all team members. Denials will be in effect for team members that are out of compliance with job responsibilities outlined in their HATS across divisions of the company.

If any changes need to be made after the request has been approved through Dominion, for PRETO and PTO, email Holly ([holly@aaspeech.com](mailto:holly@aaspeech.com)) immediately and adjustments can be made prior to processing the next payroll.

### **Unpaid PTO Requests**

This is to be selected only when PTO has been fully used and is no longer available. And, unpaid PTO should only be used after PTO is exhausted for extenuating circumstances, such as sickness, family emergency, etc. It is not an extension of your earned Paid Time Off and should not be used frivolously. Prior to submitting unpaid PTO requests through Dominion for any planned absences, you must receive written approval from management.

### **Employee Sickness Policy**

Please be mindful that the same standards we hold our families to with respect to sickness is what we expect employees to adhere to as well. Following is the policy as provided to our families:

Please do not bring your child to therapy if he/she has a fever or may have an infectious illness such as COVID-19, hand-foot-and mouth, a stomach flu, chicken pox, pink eye, impetigo, whooping cough, head lice, strep throat, green discharge from the nose, etc. Your child must be fever free without medication for 24 hours before returning to our office for therapy services.

If an employee shows up to work with any of these symptoms/infectious diseases, be prepared for management to ask you to go home. It is best practice to stay at home, report your absence due to illness to your manager (with as much notice as possible barring circumstances), and submit PTO through Dominion. If PTO does not exist, the time will be taken without pay. Please follow ACTIONS IMPACTING SCHEDULING PROCEDURE available on the AASL employee website for further handling relative to management and client communications.

NOTE: If you are interested in working outside your normal scheduled office hours (i.e., a Friday or Saturday) to make up your canceled clients due to your absence, this must be communicated to your CM at the time of calling out to ensure Client Services knows this option is available when trying to reschedule. We will first attempt to r/s the client on the same day/time. Clients that are not able to be r/s for same day/time, Client Services will attempt to r/s them to this alternative day. If you provide therapy to these clients on times outside your regular office hours, earning PTO back from being out of the office will be granted for the number of hours billed on the off hours' time/day, and you will be able to count these hours towards your star total for the week they are subsequently seen for therapy. This must be an approved option by your CM.

If any employee is under a Corrective Action plan or if there is a concern of time off abuse, the employee may be asked to provide a doctor's note to Management for absences due to illness.

### **COVID-19**

Any changing matters pertaining to contraction and handling of COVID-19 will be dealt with on a case-by-case basis, following guidelines of the CDC, any potential quarantines, and, if applicable, requests for doctor's notes, mask usage, etc. At this time, COVID will be handled like the flu.

### **External Circumstances Impacting Offices**

**Hurricanes:** If AASL is impacted by hurricanes, you will be advised if the office is going to be closed with/without pay, and if the office is going to be open on Fridays to recoup appointments impacted by the storm. If we are open on Friday(s), this will be communicated at the time of the decision to close the office. This will allow us to immediately begin rescheduling the affected families to these alternative dates to ensure we stay in compliance with their current Plans of Care and have the least overall impact on staff and AASL. We may also consider opening on days otherwise planned to be closed to ensure we have additional time to make up appointments and/or avoid another day when our families do not receive therapy and/or therapists/team members do not receive pay.

If a team member is unable to work on the designated day(s), this must be communicated immediately to your Manager, and you will need to submit PTO or unpaid PTO (if PTO is exhausted) for the office closure day.

**High Priority Matters/Emergencies:** If there are one-off matters impacting the ability for one of AASL's office locations to be open on a given business day, things will be dealt with on a case-by-case basis as communication around such matters is brought to Management's attention by Managers and/or any team members identifying such an emergency (i.e. power outage, fire, AC issues, etc.). As swiftly as we can convene, pivot, and come up with a plan for handling, it will be communicated via phone/text/email as soon as possible. If a current plan is already in place for following, it is expected that such is followed per outlined office procedures. It may be decided as the most viable solution to shift one's therapy sessions and report to another office.

### **PTO and Longevity**

We are proud and grateful to have more employees reach the milestone of 5+ years with AASL. Thus, we created a step program for earned PTO to reward and incentivize our employees who are demonstrating this level of successful tenure with AASL.

Effective January 1st after your Anniversary date, 40 hour per week employees will be eligible for increased PTO as follows:

5 years = + 15 hours (95 hours)	6 years = +10 hours (105 hours)
8 years = +10 hours (115 hours)	10 years = +5 hours (120 hours)

### **Leaving Office Early/Coming in Late**

On the rare instances that this happens, please inform your Manager prior to doing so, and PRETO should be submitted in 15 minute increments. If this happens repeatedly, a Corrective Action plan will be considered. If a PERK has been earned, your Clinic Manger will communicate with you directly around such. If there are other circumstances for PRETO to be used/awarded, Management will communicate with you directly.

### **Floating Holidays**

Floating holidays will be awarded when a holiday observed by AASL per your Employment Agreement falls within a business week when the office is Not Closed for business in the form of 8 hours of PTO. If the holiday falls outside regular business hours, it will not be awarded as a floating holiday as the employee is already off for the holiday and is receiving her/his full salary. If the office is closed in observance of any of the holidays listed in your Employment Agreement, you will receive holiday pay. This policy supersedes any previous policies regarding floating holidays.