

Category: Human Resources

Number: 2.036.3

Subject: Time Off Request

Applies: Field Nurses

Page: 1 of 1

SECTION 1 Policy Information

Sec 1.I. Effective Date

1.I.A. The effective date of this policy is March 29, 2024.

Sec 1.II. Purpose

1.II.A. The purpose of this policy is to create proper procedures for requesting time off away from work.

SECTION 2 Policy

Sec 2.I. Policy

2.I.A. Time-off requests must be received in writing no later than the 15th of the previous month when the employee wants to take time off.

2.I.A.1. Requests received outside this time frame will not be considered.

2.I.B. Requests will be made by messaging the Office Manager through Alora Plus.

2.I.C. No more than 21 consecutive days will be approved.