



Family Approved Paid Time Off

Policy:

Staff working for Participants accrue Paid Time Off bi-weekly per the agency's Paid Time Off Policy. Paid Time Off is budgeted in the Participant's Self - Directed Plan through the fringe rate. However, Independent Support Services, Inc. recognizes that there are times when Participants want to take their own vacations, experience medical crisis which cause hospitalizations and or other circumstances which result in staff not working their normally scheduled hours. These circumstances have caused staff to use their own accrued Paid Time Off or lose wages. Independent Support Services, Inc. recognizes that Participants and or their Designee want to be able to allow for additional time off without having to make staff use their accrued Paid Time Off therefore the Family Approved Paid Time Off policy has been developed.

Participants and or their Designee, can choose to allow Staff to be paid under the Family Approved Paid Time Off policy for up to 80 hours in a calendar year as long as their Self Directed Budget can afford it and it is approved by Independent Support Services.

Procedure:

1. Participant/ Designee will inform their Self-Direction Coordinator of their request to use Family Approved Paid Time Off. Their request will be specific to the Staff's name, how many days/hours and the reason it is being requested.
2. The Self – Direction Coordinator will review with the Participant/Designee the current budget, review that all necessary billing documentation is up to date and determine if the budget can sustain the additional hours.
3. Once the budget is reviewed and all billing documentation is up to date the request can be considered. The Self-Direction Coordinator will email or call the Executive Director /Designee, detail the request and ask for approval.
4. If approved the Self Direction Coordinator will notify the Participant/Designee and will notify payroll of the approval, specifics to the name of the Participant and their staff along with dates and number of hours. If not approved the Self Direction Coordinator will let the Participant/Designee know along with the reason.
5. Once the Participant /Designee receives the approval they will be reminded that the staff are to write in on their timesheets the date/s, hour/s, non- billable, non- face to face, and in the activity section fill in Family Approved Paid Time Off.