**Personal Time Off (PTO) Policy**

**CLINIC XYZ** understands the importance of providing flexibility to Staff to take time off from work, outside of vacation time, and therefore has developed a *Personal Time Off (“PTO”)* *Policy* benefit to meet the needs of both its’ clinical and administrative Staff (“Staff).

Staff will be entitled to INSERT NUMBER of PTO days, of which INSERT NUMBER will be paid. PTO days are allocated for use throughout the year to accommodate an Staff members time away from work due to personal illness, injury, medical and dental appointments, child-care challenges, or death, illness, injury, medical emergency or other urgent matters relating to family members and for any other reason where it is necessary for you to take time off.

Please note that while these days are separate from vacation days, PTO days days are inclusive of, not in addition to, INSERT APPLICABLE PROVINICAL LEGISLATION, as amended. All PTOdays must be taken within the calendar year and carry-over of *these days* is not permitted.

**Procedure**

* Before you schedule a PTO day, you must receive approval from the Clinic Manager at least five (5) days prior to the requested PTO day, wherever possible. Staff are exempt from this requirement in cases where they are unexpectedly sick or have unforeseen appointments.  Approval will be based upon department need and ability to meet client deadlines.
* You are strongly encouraged to use your PTO benefit. Although these personal days are available to use at your discretion, attendance is an integral factor when considering your overall job performance. Every employee may have a need to use a day off on an unscheduled basis (e.g., child emergency, illness, etc). However, if these unscheduled absences become excessive, the Clinic Manager may discuss this performance issue with you and wherever possible, you should notify the Clinic Manager in advance of using a PTOday.
* At the time of termination for any reason, all unusedPTO days will be forfeited.
* Staff will be required to utilizePTOdays in the following circumstances:

1. At the commencement of any approved leave of absence;
2. If you are absent from work due to illness or medical condition.

**Reporting an Illness**

* Any Staff member who is exhibiting virus and/or flu like symptoms must not come in to work at **CLINIC XYZ** and must report these symptoms immediately to **INSERT CONTACT.**
* For any illnesses that are reported, **CLINIC XYZ** will follow any applicable local Public Health guidelines and/or Provincial directives, including quarantine guidelines.
* **CLINIC XYZ** reserves the right to send a Staff member home in the event they are exhibiting virus and/or flu like symptoms.
* Staff may be eligible to conduct their work at home, where applicable. Any work from home arrangements must be approved by **INSERT CONTACT**.
* If a work from home arrangement is not possible, Staff will be eligible to use any applicable paid time off entitlements, or unpaid entitlements in accordance with **INSERT APPLICABLE LEGISLATION.**
* **CLINIC XYZ** reserves the right to request medical clearance from your attending physician prior to a return to work in the event any employee is placed under quarantine, in alignment with local Public Health guidelines and/or Provincial directives and **INSERT APPLICABLE LEGISLATION.**