

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-035

SUBJECT: Residential Requests for Time Off

EFFECTIVE DATE: July 1987

Policy:

Due to the extensive scheduling required to ensure adequate staff coverage at residential sites, residential staff will request time off according to these procedures.

Procedures:

1. Residential staff must request time off as far in advance as possible. Two weeks is considered minimum notice. Requests for extended leave for foreign travel should be made at least three months in advance.
2. Staff must request time off via Paycom. Requests including overnight hours will need to be split with eight hours at the "sleep" rate and the remainder of the hours at the "awake" rate.
3. Requests will be available for consideration in Paycom by the Residential Coordinator. The Residential Personnel Coordinator will have final approval or denial authority.
4. Should two or more staff ask for the same time off, requests will be considered with regard to available coverage, with preference given to staff who asked first. If coverage is not available, subsequent requests will be denied. Requests for holidays, graduation, etc. may be subject to additional considerations.
5. Trading of hours will be approved by the Residential Coordinator after considering overtime issues. Coordinators may disallow any trading of hours should they feel that the privilege is being abused. Requests for trades must be submitted in advance via a "Shift Exchange" request in Paycom.
6. Residential staff are not allowed to request staff from other departments to cover their shifts. Scheduling non-residential staff is at the discretion of the Residential Personnel Coordinator and the Residential Coordinator.