



Empowered Therapy Inc.  
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# SOPs:

## Clinician steps to request Sick-time/Vacation/Unpaid Time-off

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By: L.Burke L.Garski E Buettner M. Gray

### Summary:

These are processes to follow when requesting either sick time, paid time off, or unpaid vacation time. Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director.

### Resources:

[PBenson@empoweredtherapy.org](mailto:PBenson@empoweredtherapy.org)

[lgarski@empoweredtherapy.org](mailto:lgarski@empoweredtherapy.org)

On-site clinical directors

### Sick Time:

1. If you realize you are sick and feel able to contact your clients:
  - a. Email all your clients for the day(s) you will be out of office and inform them you will reach out to reschedule if possible.

- b. Be sure to physically cancel your appointments on your TherapyNotes calendar to ensure clients' are not charged their co-pays by mistake.
  - c. Please contact your Onsite Clinical Director, supervisor if applicable, and Linda Manelli-Bauer to inform them of your time out of office so they are aware in case clients reach out or you need additional supports.
    - i. Email is best but, in an emergency, you can also text the above listed parties.
    - ii. If emailing, please cc'Larisa Garski, Chief of Clinical Staff so she is also aware of your absence.
2. If you are sick and need help canceling your clients:
- a. Please contact your Onsite Clinical Director, supervisor if applicable, and Linda Manelli-Bauer to inform them of your time out of office and need for assistance contacting clients.
    - i. Email is best but, in an emergency, you can also text the above listed parties.
    - ii. If emailing, please cc'Larisa Garski, Chief of Clinical Staff so she is also aware of your absence.
  - b. If you become ill within 24 hours of your next session please text Linda, in addition to email, to ensure clients are notified with as much notice as possible.
3. Track sick hours taken on Gusto and Therapynotes:
- a. On TherapyNotes: document sick time by using "Vacation/Blackout periods" with amount of time taken (ex: 3 hours sick time).
  - b. On Gusto:
    - i. Click "Time Off Tab"
    - ii. Click "Sick Time"
    - iii. Then "Request Time Off" to request hours used.

The screenshot shows the Gusto web interface. The top navigation bar includes the Gusto logo and icons for a calendar and a gift. The left sidebar contains a menu with items: Dashboard, People, Paystubs, Wallet, Time tracking, Time off (highlighted), Benefits, Performance, Learning, Expenses, Security center, and Giving. At the bottom of the sidebar are links for Terms, Privacy, & Cookies.

The main content area features a banner for the Gusto Wallet app. Below this is a section titled 'Sick' with the following information:

- Available hours: 30 hrs
- Current balance: 30 hrs
- A 'Request time off' button.

Below the 'Sick' section is a 'Past' section with a table of previous requests:

Request date	Description
Mon, Jan 23, 2023	5 hours sick time.

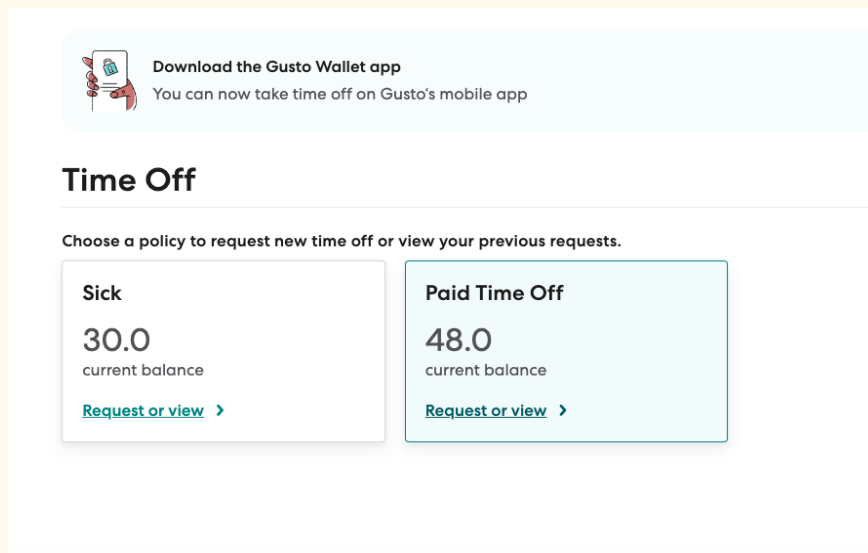
## Paid Time Off :

Make your request:

1. Email your Onsite Clinical Director and supervisor if applicable and cc'Larisa Garski, Chief of Clinical Staff to share the dates for your time out of office and the amount of PTO days you plan on taking.
  - a. Also include plans for clinical or supervisory coverage if applicable.
  - b. Request PTO in Gusto.
  - c. Mark your time out of office on TherapyNotes and list who is providing coverage.

Requesting in Gusto:

1. Click “Time Off Tab”
2. Click “Paid Time Off”



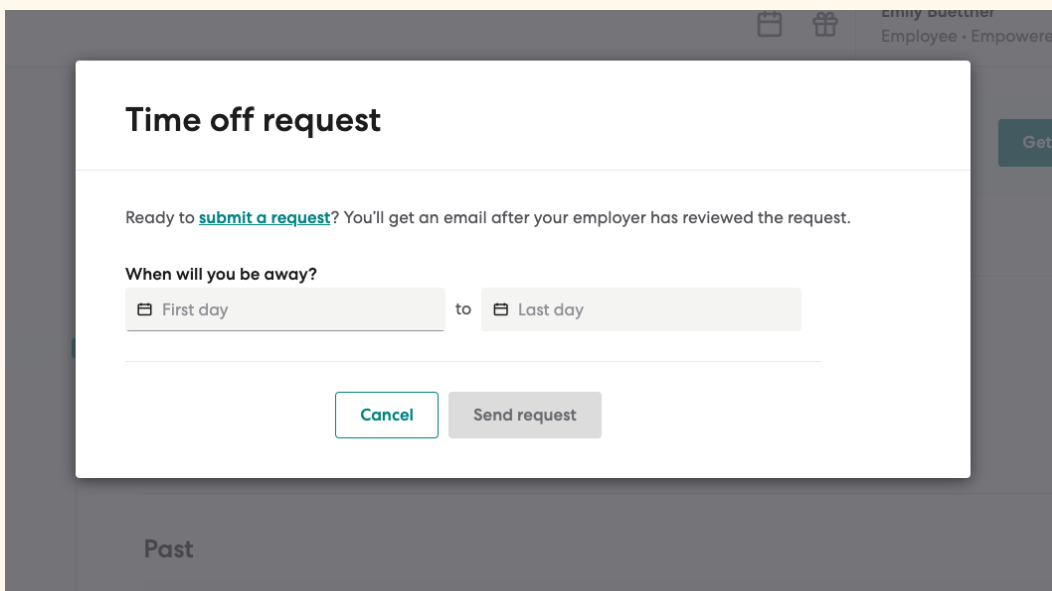
Download the Gusto Wallet app  
You can now take time off on Gusto's mobile app

## Time Off

Choose a policy to request new time off or view your previous requests.

<b>Sick</b> <b>30.0</b> current balance <a href="#">Request or view &gt;</a>	<b>Paid Time Off</b> <b>48.0</b> current balance <a href="#">Request or view &gt;</a>
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3. Then “Request Time Off” to request days of paid time off.



**Time off request**

Ready to [submit a request](#)? You'll get an email after your employer has reviewed the request.

When will you be away?

to

[Cancel](#) [Send request](#)

Past

4. If you have questions, please email Precious Benson:

[PBenson@empoweredtherapy.org](mailto:PBenson@empoweredtherapy.org)

### **Unpaid Time Off :**

Make your request:

1. Email your Onsite Clinical Director and supervisor if applicable and cc'Larisa Garski, Chief of Clinical Staf to share the dates for your time out of office and the amount of PTO days you plan on taking.
  - a. Also include plans for clinical or supervisory coverage if utilizing.
  - b. Mark your time out of office on TherapyNotes and list who is providing coverage if applicable.