

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: VACATION AND TIME OFF**

**Applies to:** All Personnel and Persons Served

Original Effective Date: January 26, 2004

Effective Date: September 23, 2024

Replaces Procedure Dated: January 14, 2019

### **Submitting Vacation Requests**

#### 1. Employees:

- Log into PayWorks, select Absence Management > Time off Requests tile, and click on the teal plus sign icon near the page's top right-hand side. Under the 'Time off Type' select Vacation. Next, select the dates that your vacation occurs. Vacation requests must be submitted by the most recent collective agreement's assigned date(s).
- Click on the box beside your supervisor's name.
- Review your request by clicking the "details" tab. This will show the days and times requested. Ensure the correct days and the hours for each day requested are accurate. You can change the start and end time if needed.
- Click the Save button to submit the request.
- Email your supervisor and the executive director to notify them a vacation request has been submitted.

#### 2. The executive director or designate:

- Logs into PayWorks.
- Select Payroll from the menu on the left-hand side of the screen. Then choose the Employee Setup tab and then select Pay Info from the menu.
- Select the employee.
- The number of vacation hours the employee has is found in the Benefits table.
- Choose Absence Management from the menu on the left-hand side of the screen. Select the Administration tab and then choose Time Off Requests.
- Choose the correct employee from the Select Employee box.
- Choose the correct time off request.
- Click the comment box, or if there is already a comment in the box, click the plus button to add the comment. Do not enter the comment in the Confidential Comments.
- Notifies the person and supervisor or manager that the request has been processed. PayWorks also notifies the person's supervisor or manager via email that the request has been reviewed.

#### 3. The supervisor or manager:

To view the request:

- Log into PayWorks, navigate to the left-hand side of the screen and click on 'Absence Management', toggle to the right and click the Administration tab to select Time Off Calendar. Click on Pending Requests, scroll to the relevant employee's request to edit.
- Click the Details tab to review the request. Make sure dates and start and end times are correct.
- The supervisor click "Approved" or "More" to select the "Deny". At this step, PayWorks should notify the staff of the status of the request.

- If the schedule has already been published, supervisor will click “Unassigned scheduled shifts for requested time off” to ensure the shift is moved to an “open shift” to be filled by a relief staff. If the schedule has not been published, disregard this step.

To confirm staffing:

- On the left-hand side of the screen click on Time Management, navigate to the Administration tab, and under Scheduling Agent click on Scheduler.
- Select the service area schedule you are looking to edit. Here you will find the weekly schedule, along with the staff orientated to that service area and availability.
- If the request was approved, that staff's scheduled shift should be moved to “available shifts” at the top of the calendar.
- Ensure you are viewing the correct date and time for the request. Scroll down on the calendar through the employees listed, to view the service areas employee's availability for the date.
- Cover the shift as per the Casual Shift Call-In procedure.

### **Rescinding Requests**

1. Employees:

- Open PayWorks, click the Time off Requests tile, select the time off request you would like to adjust, and click the Withdraw button. PayWorks will send the request to rescind to the supervisor for approval.
- Follow-up with your supervisor via email to request a withdrawal of a pending time off request.

2. The Supervisor:

- Log into PayWorks, navigate to the left-hand side of the screen and click on ‘Absence Management’, click the Administration tab, select Time off Requests. Click on Select Employee, scroll to the relevant employee and select to open their page.
- Once on the employee's page, select the relevant time off request to edit and approve the request to rescind. PayWorks will notify the employee via email of the requested results. Supervisors can deny a withdraw.

### **Time Off Request: Medical, Banked and Unpaid.**

1. Employees:

- Log into Payworks, click on the time off Requests tile, and select the teal plus sign icon near the page's top right-hand side. Under the ‘Time off Type’ select, Medical @ 100%, Banked, Unpaid, etc.
- Select your supervisor's name below and click Save.

2. Employees are encouraged to check their time off requests list periodically.

3. The supervisor or manager:

- Log into PayWorks, navigate to the left-hand side of the screen and click on ‘Absence Management’, under the Administration tab, select Time Off Requests. Click on Select Employee, scroll to the relevant employee and select.
- Once on the employee's page, select the relevant time off request to edit and approve. PayWorks will notify the employee via email of the requested results.