

SAN MATEO COUNTY HEALTH SYSTEM  
BEHAVIORAL HEALTH AND RECOVERY SERVICES

DATE: January 21, 1997

POLICY: BHRHS 98-02

SUBJECT: Voluntary Time Off (VTO)

AUTHORITY: Divisional; County

AMENDED: 6/10/99; 10/12/05; 11/14/07; 8/13/08; 12/9/09; 5/3/17

PURPOSE:

The granting of a request for Voluntary Time Off (VTO) requires consideration of its impact upon the specific treatment team involved as well as review of the needs of the agency as a whole. The following policy establishes a framework to review requests, including usual conditions of acceptance.

POLICY:

- VTO requests are granted for a term no greater than 12 months, and lapse unless renewed.
- Prior to entering a VTO request in WorkDay, the employee requesting VTO must fill out and submit to their manager. The form is located on the BHRHS intranet in the “Forms/Payroll/HR” section.”
- Each request shall be reviewed by the staff member’s supervisor and manager to determine what its impact would be on all members of the unit/team and/or clerical support staff. (Examples of significant effect would be increased caseload, impact on others’ vacations, and inability by the team to offer a full schedule of services.)
- Each request shall be further reviewed to see if the distribution of approved requests is fair to all team members; staff who have received VTO in the past may be denied so that other team members can have their fair opportunity for VTO.
- VTO may be granted incrementally or in block time periods based on the needs of the unit and coverage.

- The general guideline for maximum percentages of VTO is as follows:
  - Clinical Staff 5%
  - Clerical Staff 5%
  - Supervisors 3%
  - Managers 3%
  
- Special conditions apply when the request is related to Family Medical Leave Act (FMLA). Supervisors shall seek consultation with the BHRS Personnel Committee to assure compliance with the provisions of FMLA.
  - When VTO is requested under the conditions of the Family Medical Leave Act, up to 20% VTO may be approved for an employee during the time the employee is using FMLA benefits..
  
- When VTO is requested for training or educational pursuits that support workforce development, up to 20% VTO may be approved for an employee.
  
- All requests for VTO require supervisor and manager approval. This approval is a preliminary step and shall not be considered to mean the request is granted.
  
- Any request for VTO beyond the approved guidelines must include comment/justification.
  
- Once approved by the employee’s supervisor and manager, the request is forwarded to the appropriate Deputy/Assistant Director for final approval.
  
- Approval or denial will be communicated to the employee. If approved, the employee may proceed with entering the request in WorkDay following county procedures.

Approved: \_\_\_\_\_ *(Signature on File)*  
 Stephen Kaplan, LCSW  
 BHRS Director