

PTO Explained

PTO accrues each pay period and can be used as soon as it's accrued. We refer to PTO in hours rather than days. For some, 5 sessions is an average day, so we equate 5 hours of PTO to roughly one day. This gives us a common way to talk about PTO. There's no differentiation between vacation and sick leave- you decide how you'd like to use the time.

PTO in Year 1

60 hours ~ 12 days

PTO after Year 1

75 hours ~ 15 days

Accrual

Accrual is calculated using hours worked, so accrual varies during times you're away from work.

The maximum number of working hours is 32 in a week or 64 in a pay period.

32? I thought it was 25...

25 hours isn't full time in CO, but more goes into therapy than sessions.

A factor adjusts for average time spent per week on notes, client contacts, email, etc., which gets us to 32 hours, or full time.

Q&A

Do I have to use 5 hour increments?

You can take PTO in any increment you'd like.

What's the process to use PTO?

Submit a request from the Therapist Access site. Go to HR > Benefits Request.

How does payout work?

Requests should be submitted during the pay period your time off occurs. Alternatively, you can submit a request for time off that occurred in the past. Payout corresponds to the timing of your submission.

How is accrual impacted by 1 or 2 days off?

Accrual is prorated. You still accrue PTO for partial weeks worked.