

Standard Operating Procedure
Perioperative Request Form for PTO

Date: October 21, 2021

Team Members Performing: All Perio Support Staff PST1, ORTA & TRANS

I. Purpose

Provide procedure on completing the Vanderbilt Perioperative Request Form for PTO
DUE THE 1ST – 15TH OF THE MONTH PRIOR TO DATE REQUESTED

1. PTO Request:

- a. Name
- b. Date Submitted
- c. Date of Last Vacation Taken
- d. Total Hours of Last Vacation Taken
- e. Reason for Request
- f. Dates of Request
- g. Select “PTO”
- h. Total Time Available
- i. Total Time Requested
- j. Total Time Left
- k. Signature Employee

ALL ITEMS NEED TO BE FILLED OUT COMPLETELY FAILURE TO DO SO MAY RESULT IN DENIAL OF YOUR REQUEST

2. WORKING FOR SOMEONE:

- a. Name
- b. Date Submitted
- c. Reason for Request
- d. Dates of Request
- e. Select “Working for Someone”

WHEN YOU ARE WORKING FOR SOMEONE THIS INCLUDES THAT INDIVIDUALS TIME OFF

THE PERSON REQUESTING THE SCHEDULE CHANGE MUST REPORT TO WORK ON THEIR SCHEDULED OFF DAYS