

POFF vs APR – when to use each

Approved Off (APR) and Preferred Off (POFF) are both activity codes that will not deduct from benefited time. There are several ways these codes are used within the system. Below are the primary examples of their use within the leave request form submitted by an employee.

Requesting Days that do not need to be covered with Paid Time Off:

Sometimes you may need to enter a Leave Request but do not need to use benefited time to cover the entire request. Time codes available in the Leave Request Form that can be used, POFF (Preferred OFF) and APR (Approved Off).

APR vs POFF:

Approved OFF (APR) is used when submitting a request for time off that exceeds your hired hours:

- For example, you are planning to take a week off for vacation.
- You work three 12-hour shifts each week, which means your FTE is 36 hours for the week.
- If you are asking to be off the entire week (Sunday-Saturday), the hours to cover will be 84 hours because you work 12-hour shifts and you are asking off for seven days (7x12=84).
- You can only use 36 hours of benefited (paid) time for the week.
- You would use APR to indicate that you are not available to work the remaining 48 hours during that week.

Preferred Off (POFF) is used to indicate time off for a specific day or set of days however, you will be working your hired hours for the week

- For example, you are required to work three 12-hour shifts each week. You have a doctor's appointment on Thursday, on the first week of the next schedule; that took you two months to get.
- You could submit a *Leave Request* choosing *POFF* as the *balance type* for your time off because you plan to work your hired hours of 36 hours that week.
- *POFF* indicates that you are not available to work on a specific date or dates that you are still planning to work your regular hired hours for the week.
- When *self-scheduling* you will be expected to schedule work shifts to your *full time equivalency (FTE)*, which is the hours you were hired to work for the week.

Recommended Practices for POFF and APR for Non-exempt (hourly) Employees

APR should only be used along with paid time off unless management has agreed an exception.

Many areas that self-schedule limit the number of POFF days that can be requested allow only to 3-4 per scheduling period:

- Time off above these suggested numbers limits self-scheduling for ALL employees.
- If you are not able to self-schedule to your preferred dates you will be able to trade shifts with co-workers after the schedule is finalized.

NOTE: If you have an approved *POFF* or *APR* but you decide that you want to pick up a shift on that date instead of being off, you must cancel the approved day off so that the system will recognize that you are available to work. Once you cancel the approved day off you can complete a shift trade or schedule through the billboard

To cancel an approved day off, log into the Employee Self Service and go to Leave Requests. The bottom of the leave request form lists your future approved dates off. Check the box next to any date or dates to cancel and click submit. Acknowledge the message by selecting Okay. The approved date is now cancelled.

Recommended Practices for POFF and APR for Exempt Employees

APR is the time code to use if you are taking off for a partial day

POFF can be used to indicate the time off is for a Professional Day