



Employee Time-Off Request Form

Internal Use Only – Submit Minimum 14 Days in Advance (Unless Emergency)

All requests are subject to clinic coverage needs and leadership approval.

1. Employee Information

- **Employee Name:** _____
 - **Position/Title:** _____
 - **Clinic Location:** _____
 - **Employment Status:**
 - ☐ Full-Time
 - ☐ Part-Time
 - **Supervisor/Clinic Director:** _____
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2. Type of Time Off Requested

(Check all that apply)

- ☐ Paid Time Off (PTO)
 - ☐ Unpaid Leave
 - ☐ Sick Leave
 - ☐ Personal Day
 - ☐ Bereavement
 - ☐ Jury Duty
 - ☐ Continuing Education (CEU)
 - ☐ Maternity / Paternity Leave
 - ☐ Other: _____
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3. Dates & Duration

- **Start Date:** _____
- **End Date:** _____
- **Total Days Requested:** _____

If partial days:

- **Date(s):** _____
 - **Hours Off (Start–End):** _____
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4. Coverage Plan

Aylara operates on patient-first scheduling standards. Coverage must be addressed before approval.

- ☐ All patients rescheduled
- ☐ Patients transferred to another provider
- ☐ Front desk notified
- ☐ Billing team notified (if applicable)
- ☐ CEU documentation attached (if applicable)

Coverage Notes:

5. PTO Balance (For Office Use)

- **Current PTO Balance:** _____



- **Hours Requested:** _____
 - **Balance After Request:** _____
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6. Emergency Requests (If Applicable)

If this is an emergency request (less than 14 days' notice), provide explanation:

7. Employee Certification

I understand that approval is based on clinic needs, patient care continuity, and staffing coverage. I acknowledge that time off is not confirmed until written approval is received.

Employee Signature: _____

Date: _____

8. Approval Section

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Denied

Supervisor/Clinic Director Signature: _____

Date: _____

Comments (if applicable):



Compliance Notes

- Time-off requests must not compromise patient safety or pelvic health treatment continuity.
- More than one provider per location may not be absent simultaneously without executive approval.
- CEU leave must align with Aylara clinical standards and approved educational pathways.
- Extended leave (greater than 2 weeks) requires Executive Leadership review.