



SAN MATEO COUNTY HEALTH
**BEHAVIORAL HEALTH
 & RECOVERY SERVICES**

DATE: January 21, 1997

POLICY: BHR 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; 5/12/20; 5/4/2023

PURPOSE:

The granting of a request for Voluntary Time Off (VTO) requires consideration of its impact upon the specific 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 discuss their request and get approval from their direct Supervisor prior to entering the request in WorkDay.
- 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.)
- The above discussion must be held prior to approving staff VTO requests.
- 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.



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- The general guideline for maximum percentages of VTO is as follows:

Clinical Staff	5%
Clerical Staff	5%
Program Specialists	5%
Supervisors	5%
Managers	3%

- Special conditions apply when the request is related to Family Medical Leave Act (FMLA). Supervisors shall seek consultation with BHRS Payroll/Personnel with the request is related to provisions of FMLA.
 - o 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 approval.
- Any request for VTO beyond the approved guidelines must include comment/justification.
- Once approved by the employee's supervisor the employee may enter the request in WorkDay to complete the County VTO process.
- Any denial by the Department Head will be communicated to the employee and is final.
- Applications which are disapproved by the Department Head, or which are approved for a lesser amount of time than requested, upon request of the employee, will be reviewed by the County Manager and the Human Resources Department whose decision is final. Employees must submit written request for review to the Human Resources Director. Please copy the Benefits Division via email at: benefits@smcgov.org

Approved: _____
Signature on File
 Jei Africa, PsyD
 BHRS Director