SC Shanae Chapman

A Quick Guide to Requesting Time Off Work for Nursing Staff

We support your work/life balance!

We know that things come up in life and sometimes **you need to request time off work for life events** such as such as vacations, personal days, sick days, jury duty, etc.

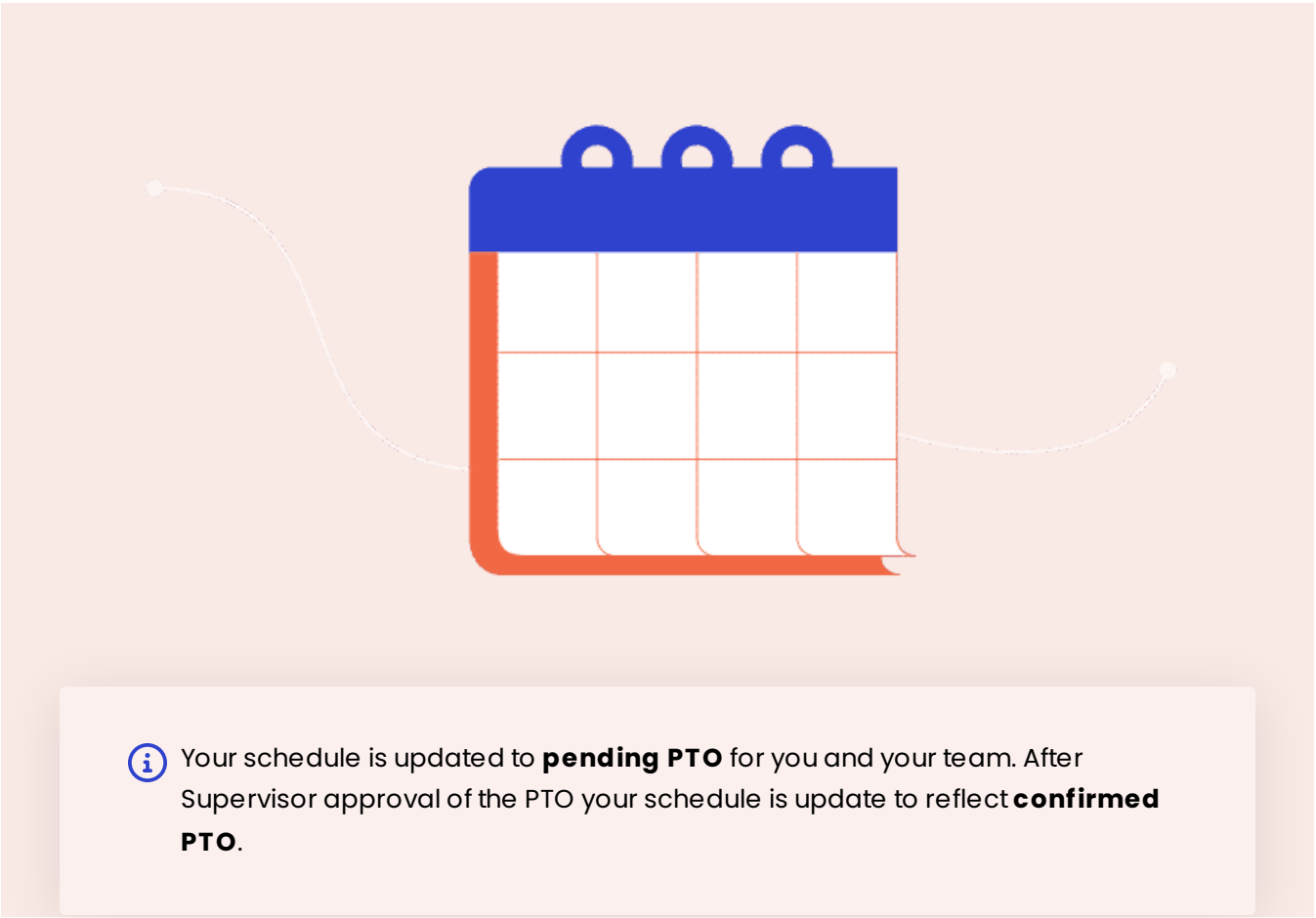
The Kronos app helps you request PTO easily.

Use the Kronos app to see your PTO accrual, view time off requests from other nurses on your team, submit urgent time off requests, or plan future time off for months in advance.

- View your PTO accrual for months in advance
- View PTO requests from other nurses on your team
- Submit urgent PTO requests with a high priority alert

Select full days or partial days off.

Example: Start PTO **[1/5/24 at 9am]** and end **[1/5/24 at 12pm].**

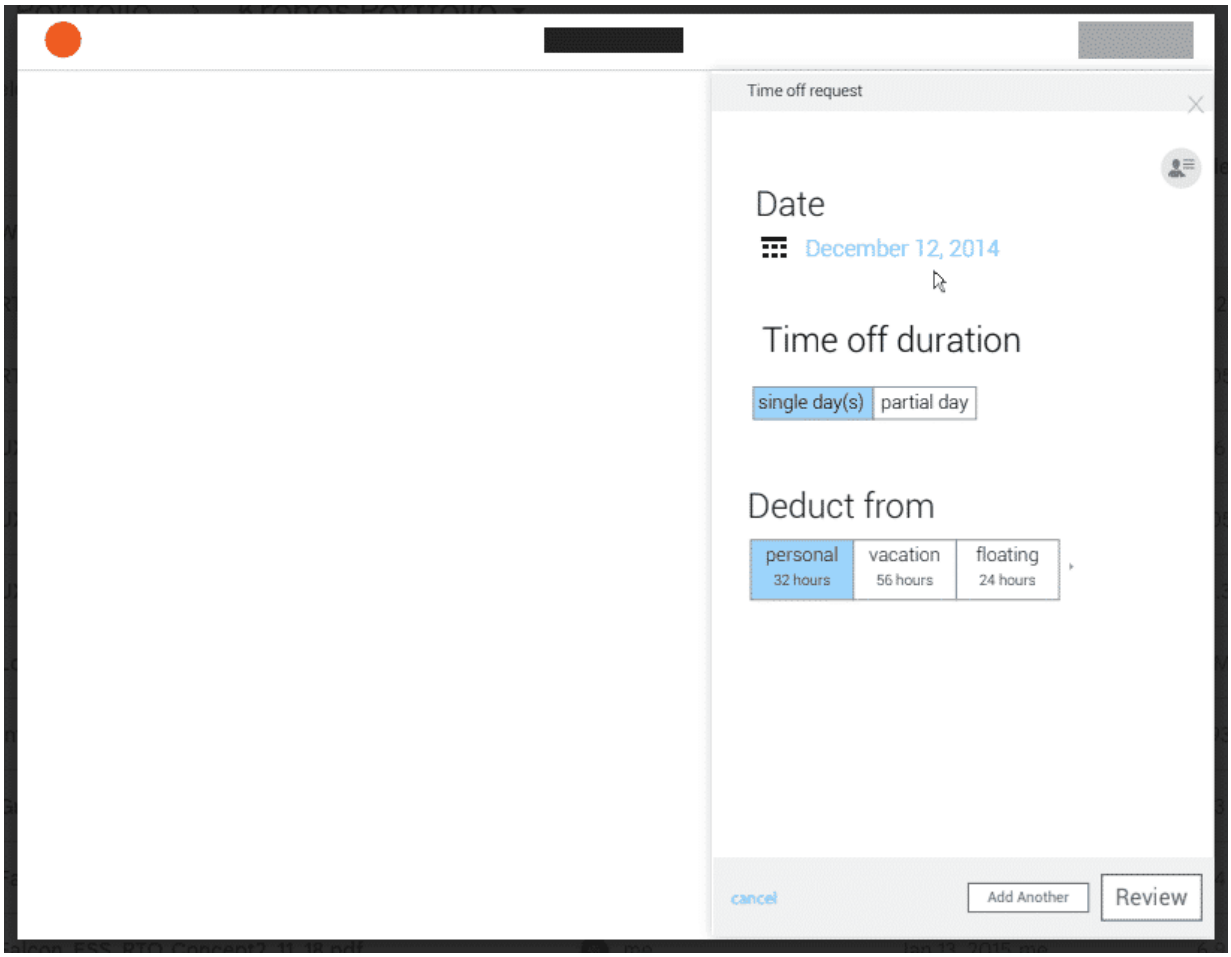


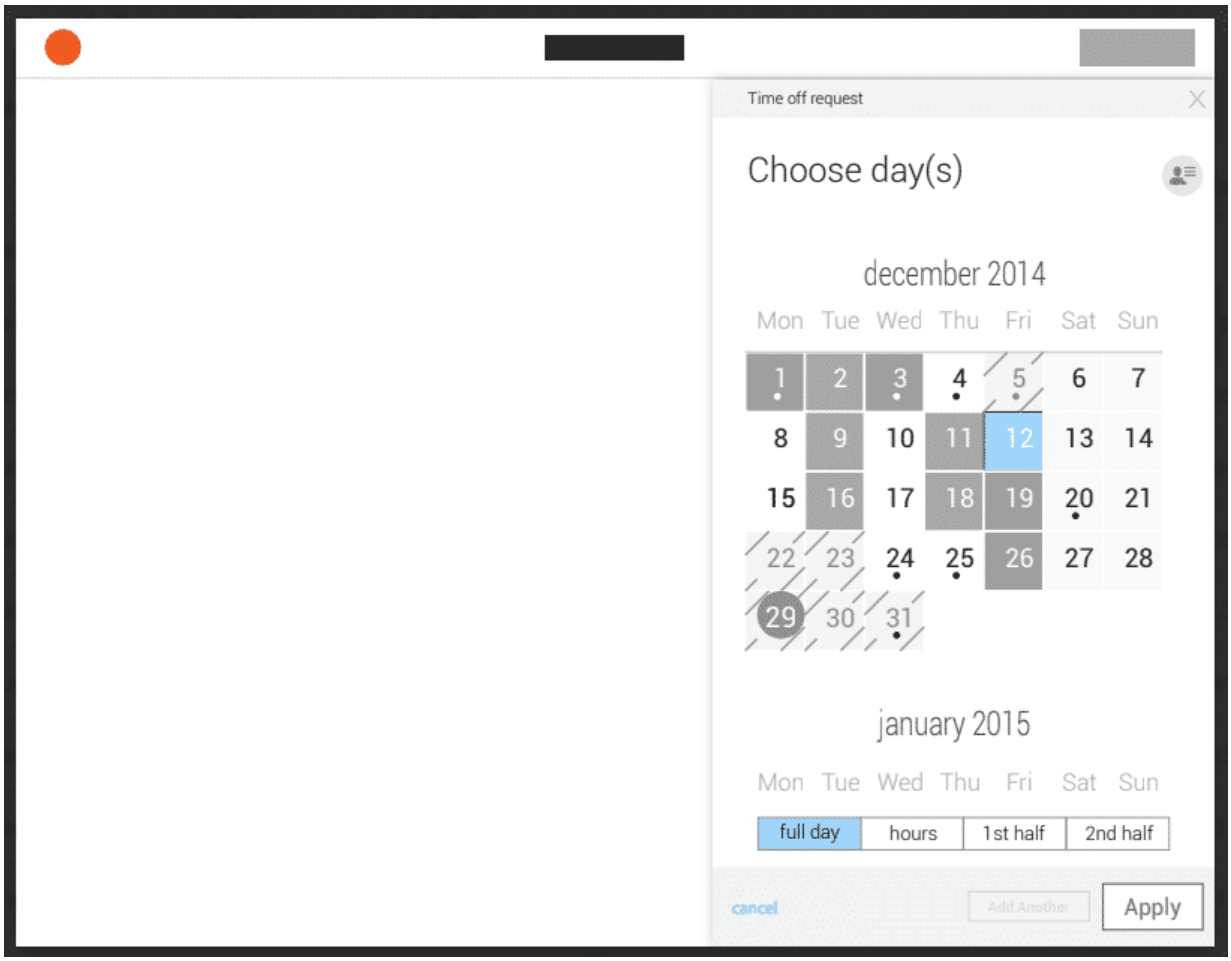
Your schedule is updated to **pending PTO** for you and your team. After Supervisor approval of the PTO your schedule is update to reflect **confirmed PTO**.

View requesting multiple full days and partial days off in the Kronos web app.

We know that things come up in life and sometimes **you need to request time off work for life events** such as such as vacations, personal days, sick days, jury duty, etc.

View steps for requesting single days and multiple days off work in the Kronos web app.


Time off request
Date
December 12, 2014
Time off duration
single day(s)
partial day
Deduct from
personal
32 hours
vacation
56 hours
floating
24 hours
cancel
Add Another
Review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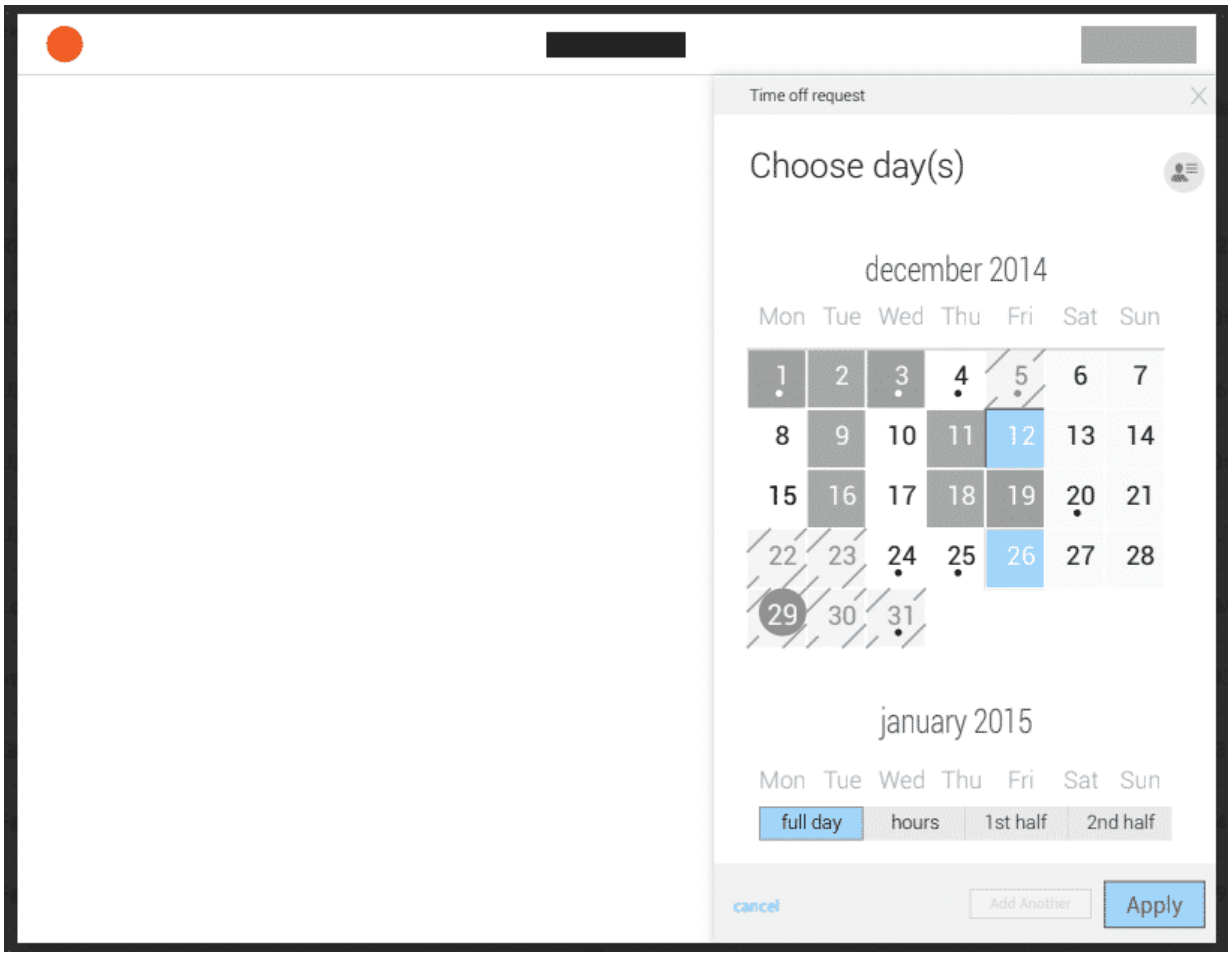
Choose day(s)
december 2014
Mon Tue Wed Thu Fri Sat Sun
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
january 2015
Mon Tue Wed Thu Fri Sat Sun
full day
hours
1st half
2nd half
cancel
Add Another
Apply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Choose day(s)
december 2014
Mon Tue Wed Thu Fri Sat Sun
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8 9 10 11 12 13 14
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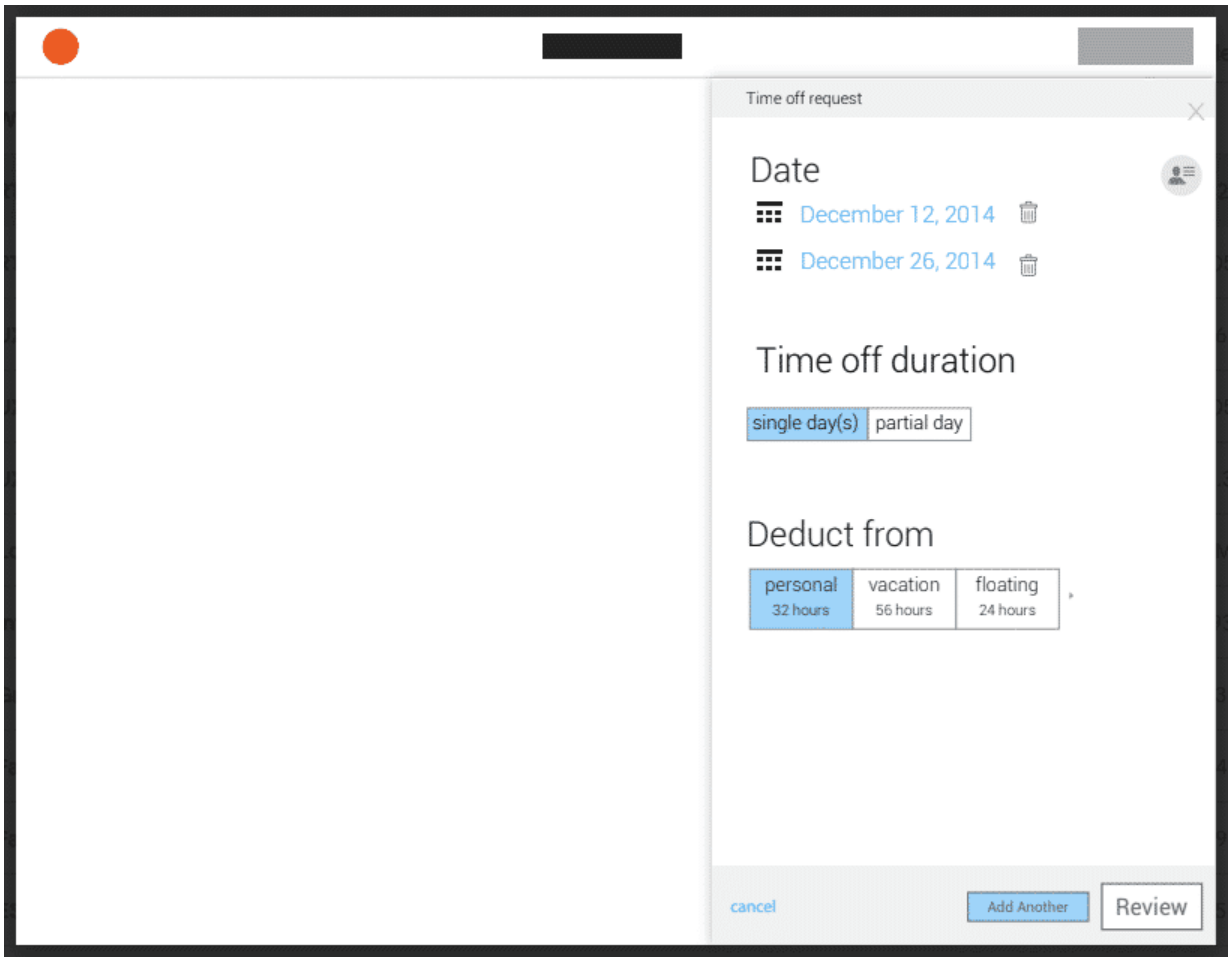
29 30 31
january 2015
Mon Tue Wed Thu Fri Sat Sun
full day
hours
1st half
2nd half
cancel
Add Another
Apply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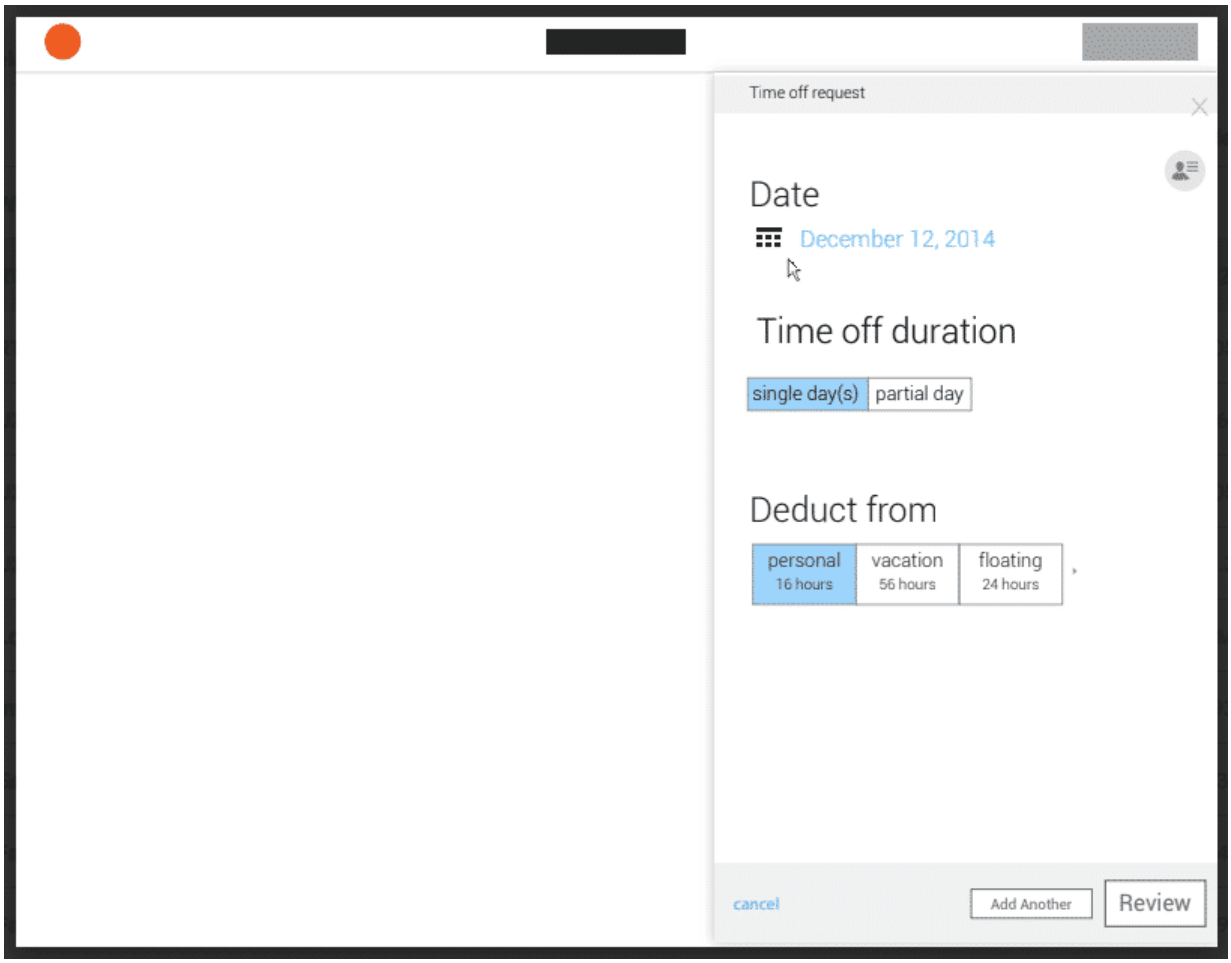
Date
December 12, 2014
December 26, 2014
Time off duration
single day(s)
partial day
Deduct from
personal
32 hours
vacation
56 hours
floating
24 hours
cancel
Add Another
Review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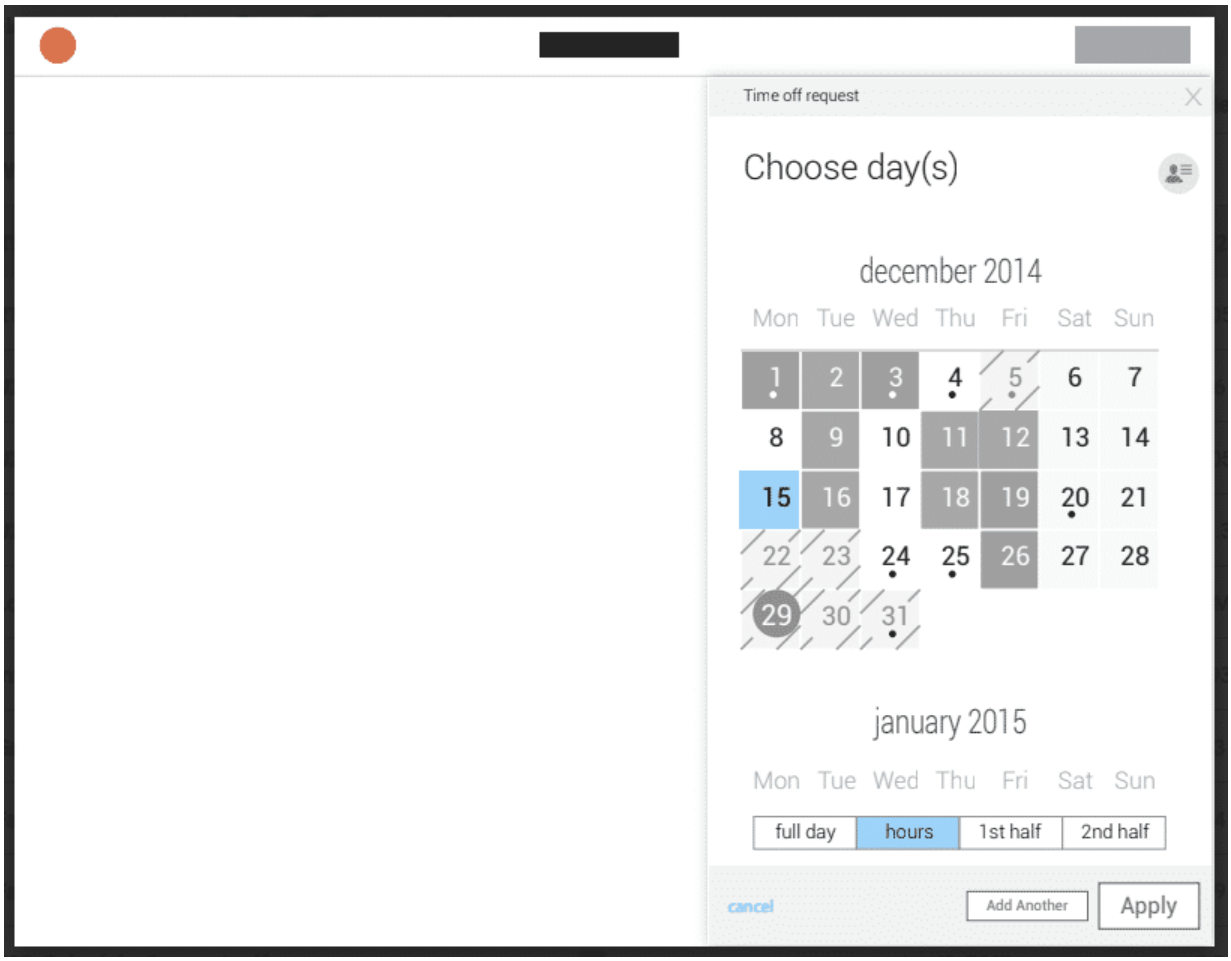
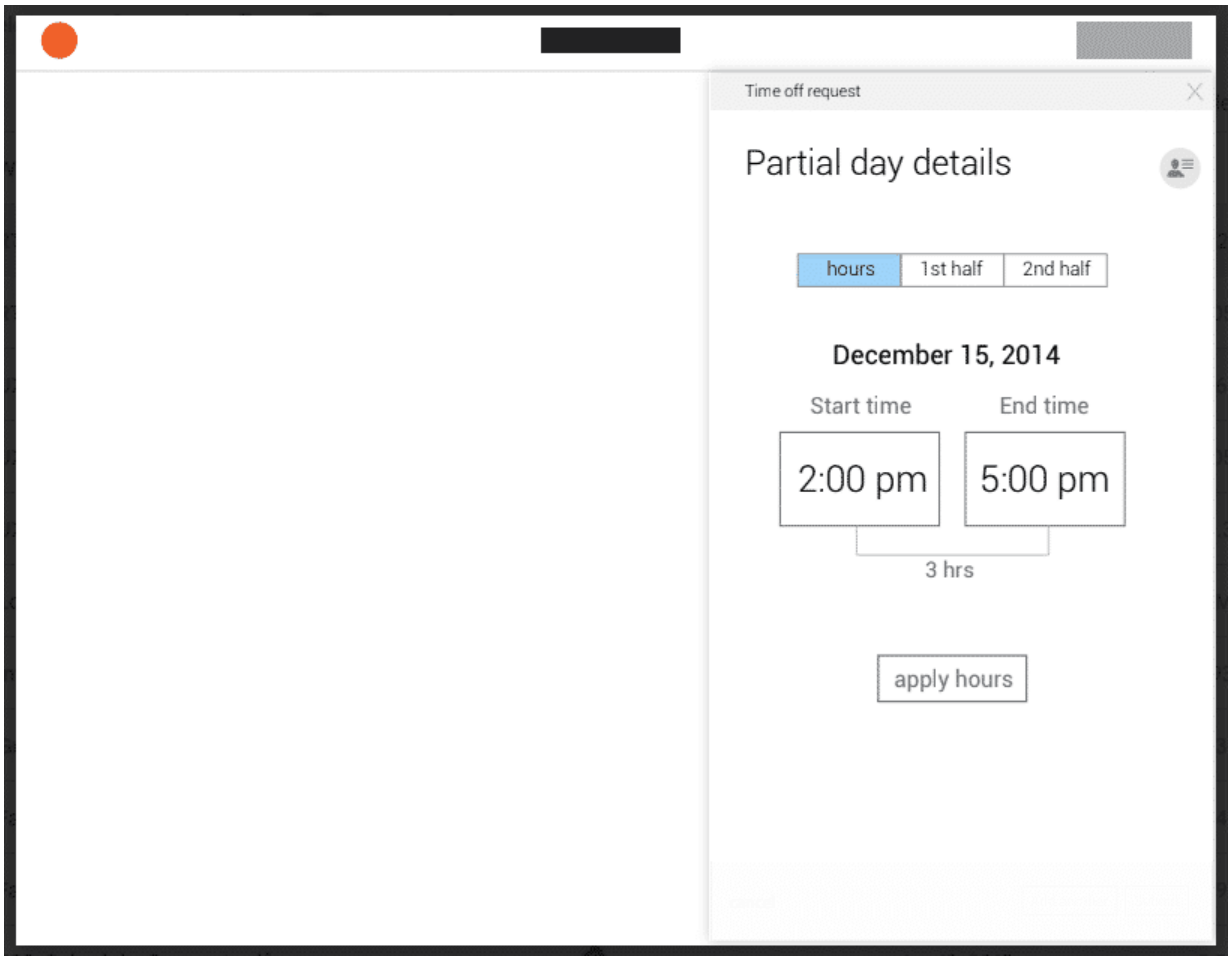
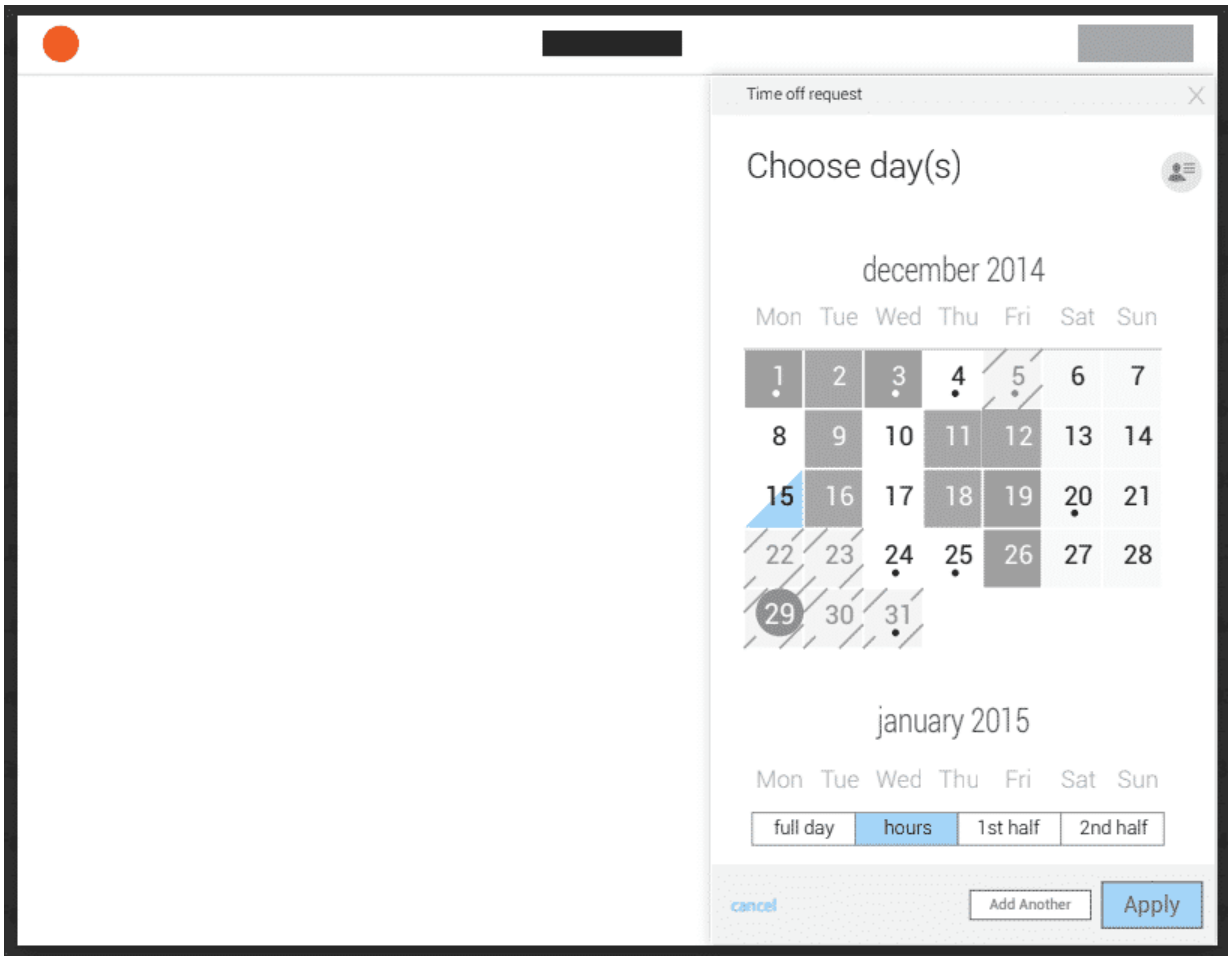
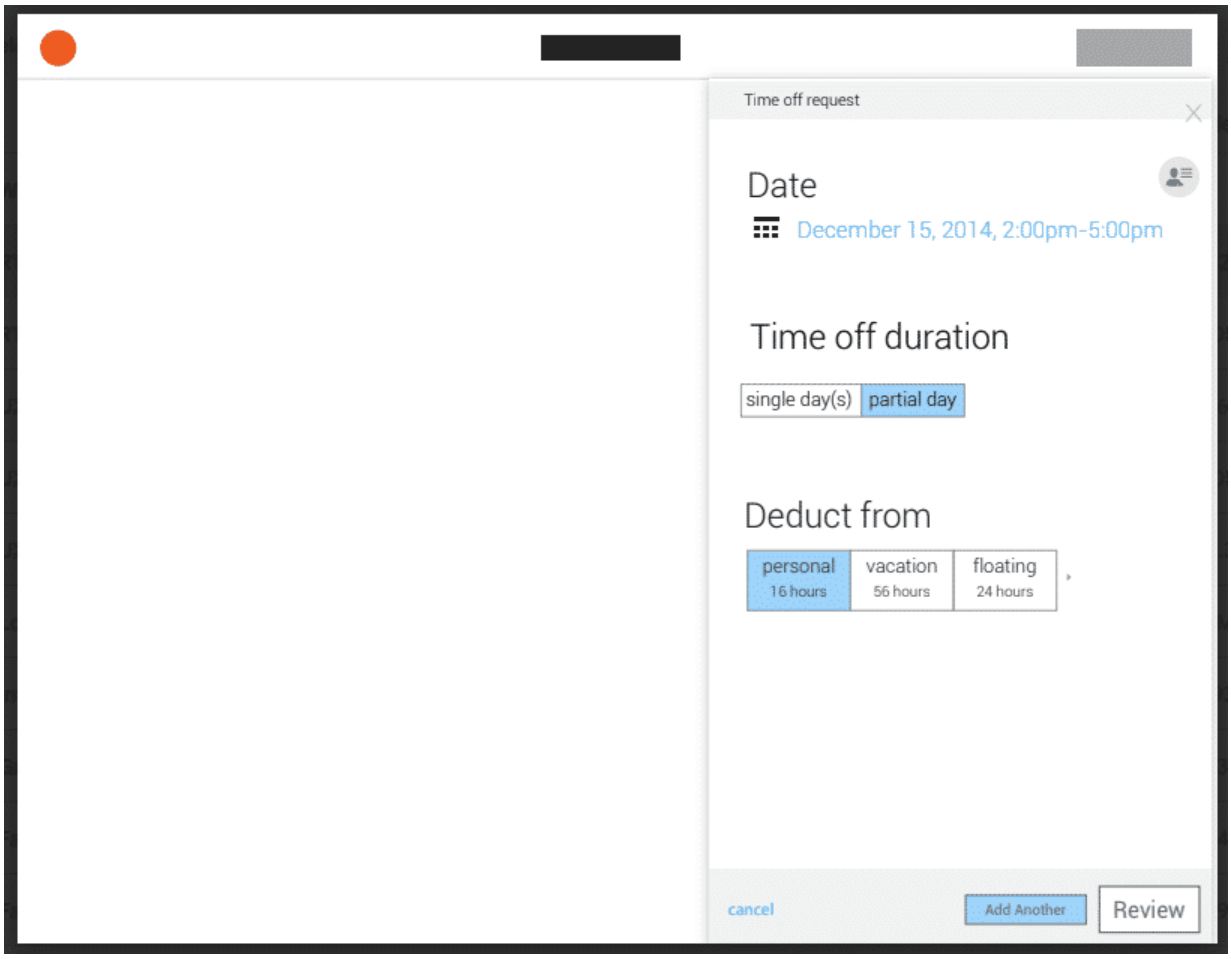
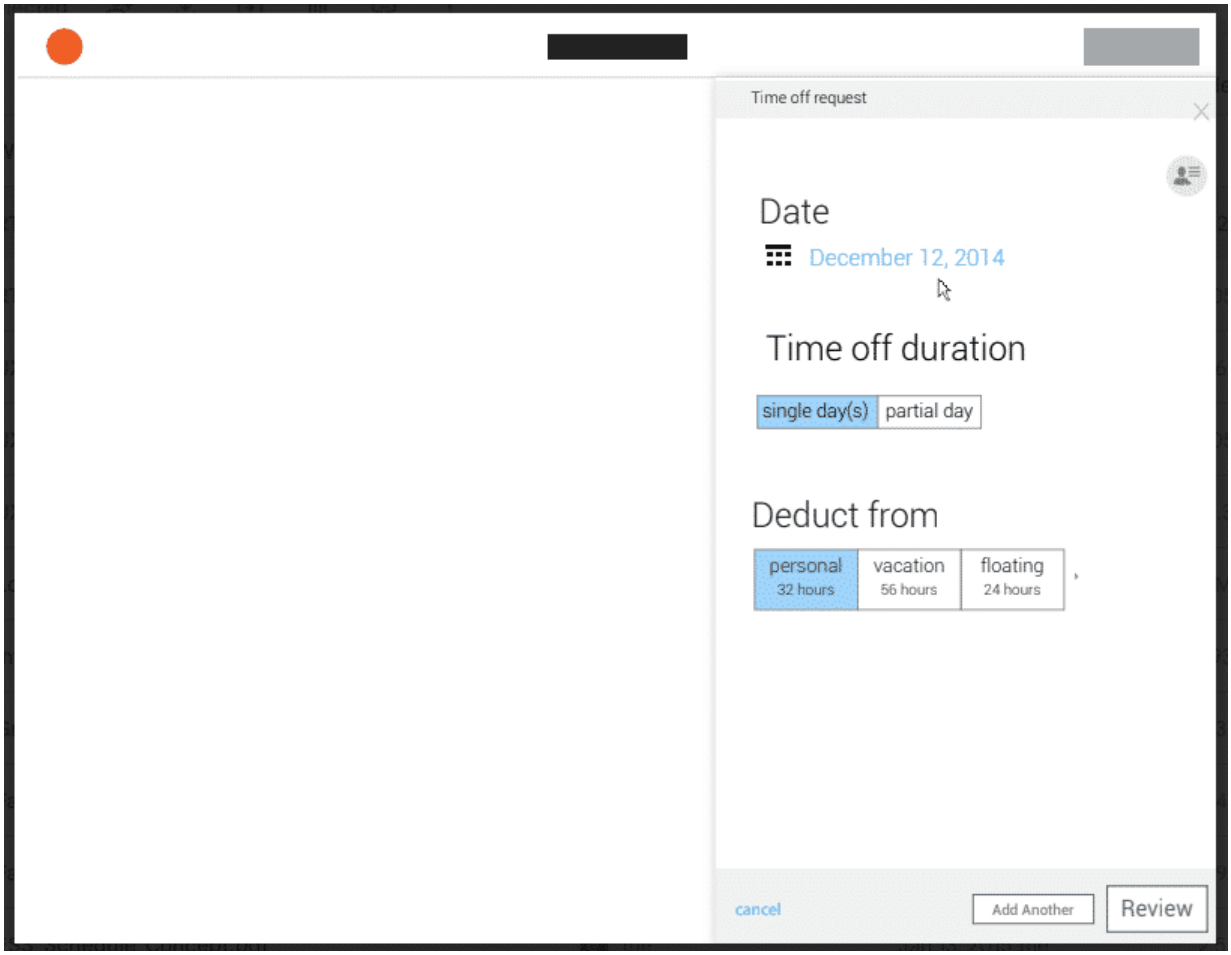
partial day
Deduct from
personal
16 hours
vacation
56 hours
floating
24 hours
cancel
Add Another
Review

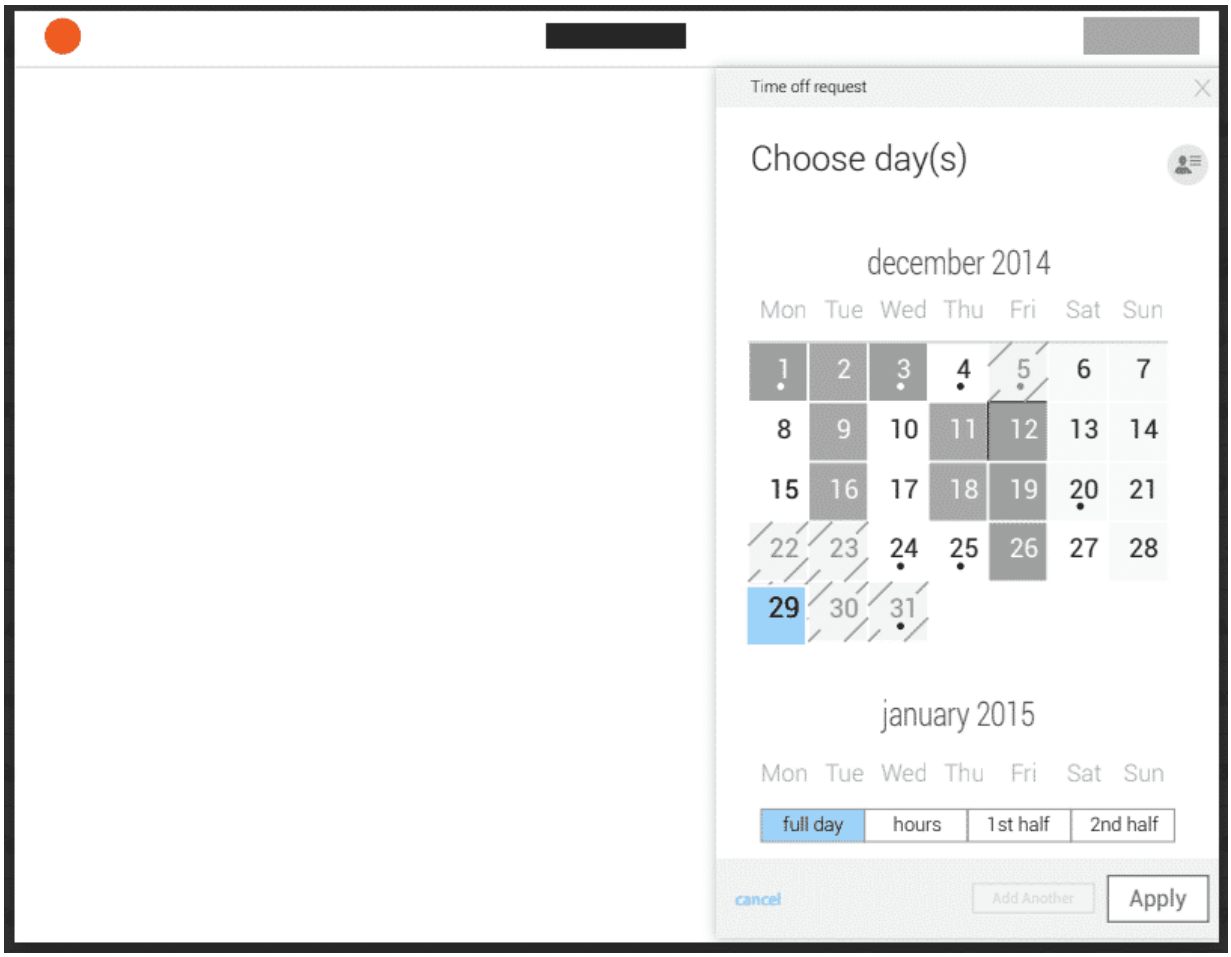

Time off request
Choose day(s)
december 2014
Mon Tue Wed Thu Fri Sat Sun
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
january 2015
Mon Tue Wed Thu Fri Sat Sun
full day
hours
1st half
2nd half
cancel
Add Another
Apply

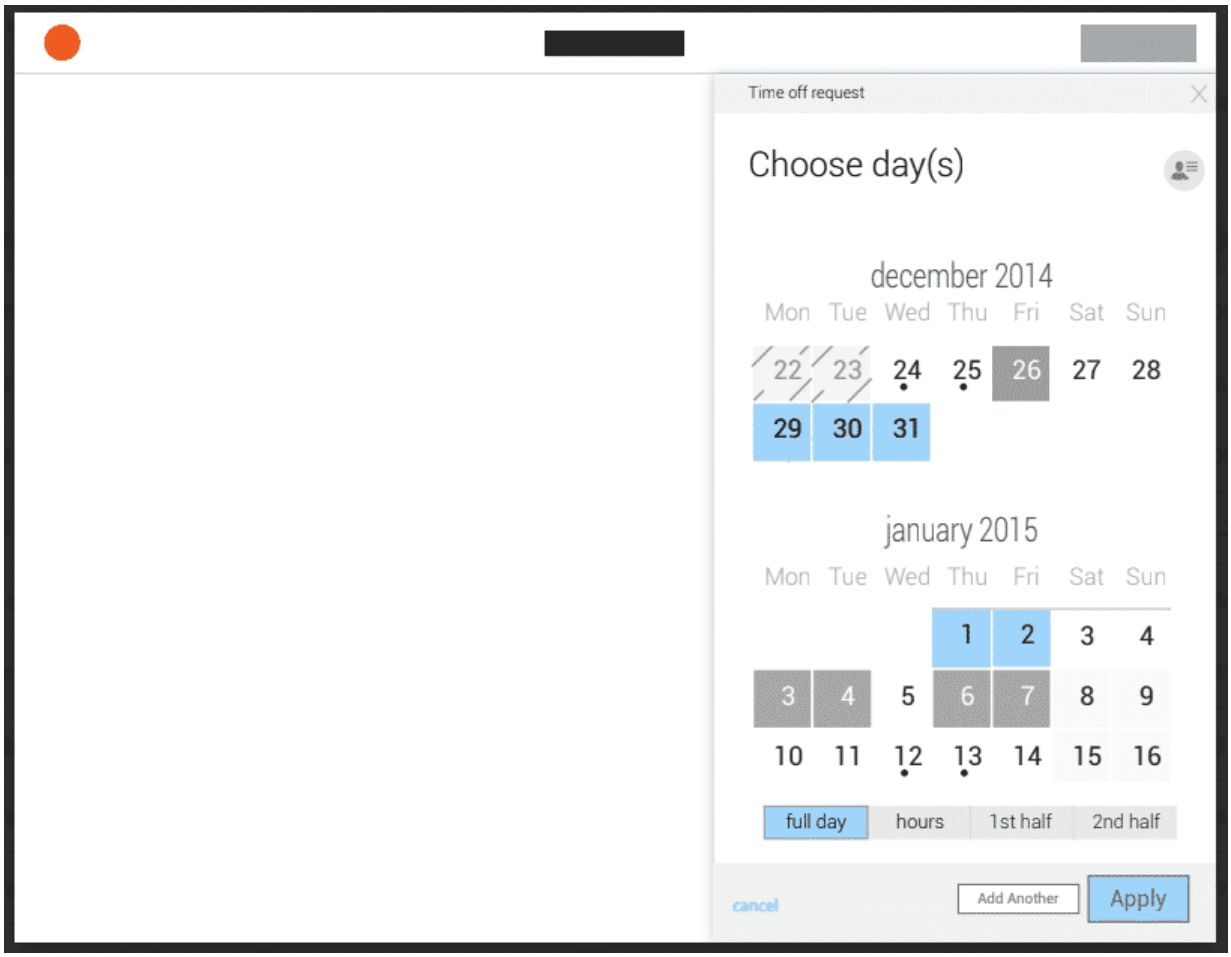

Time off request
Partial day details
hours
1st half
2nd half
December 15, 2014
Start time
End time
2:00 pm
5:00 pm
3 hrs
apply hours

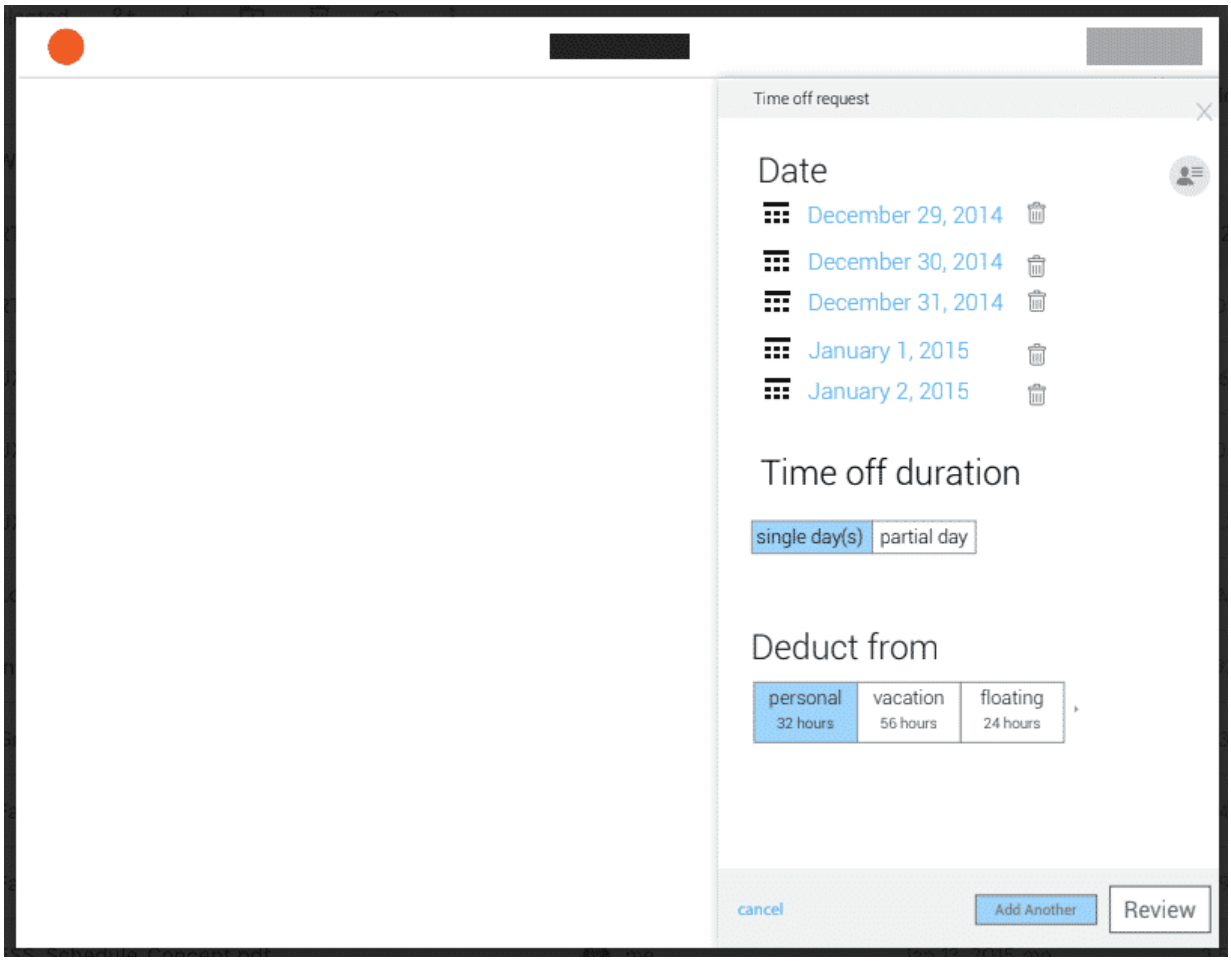

Time off request
Choose day(s)
december 2014
Mon Tue Wed Thu Fri Sat Sun
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
january 2015
Mon Tue Wed Thu Fri Sat Sun
full day
hours
1st half
2nd half
cancel
Add Another
Apply

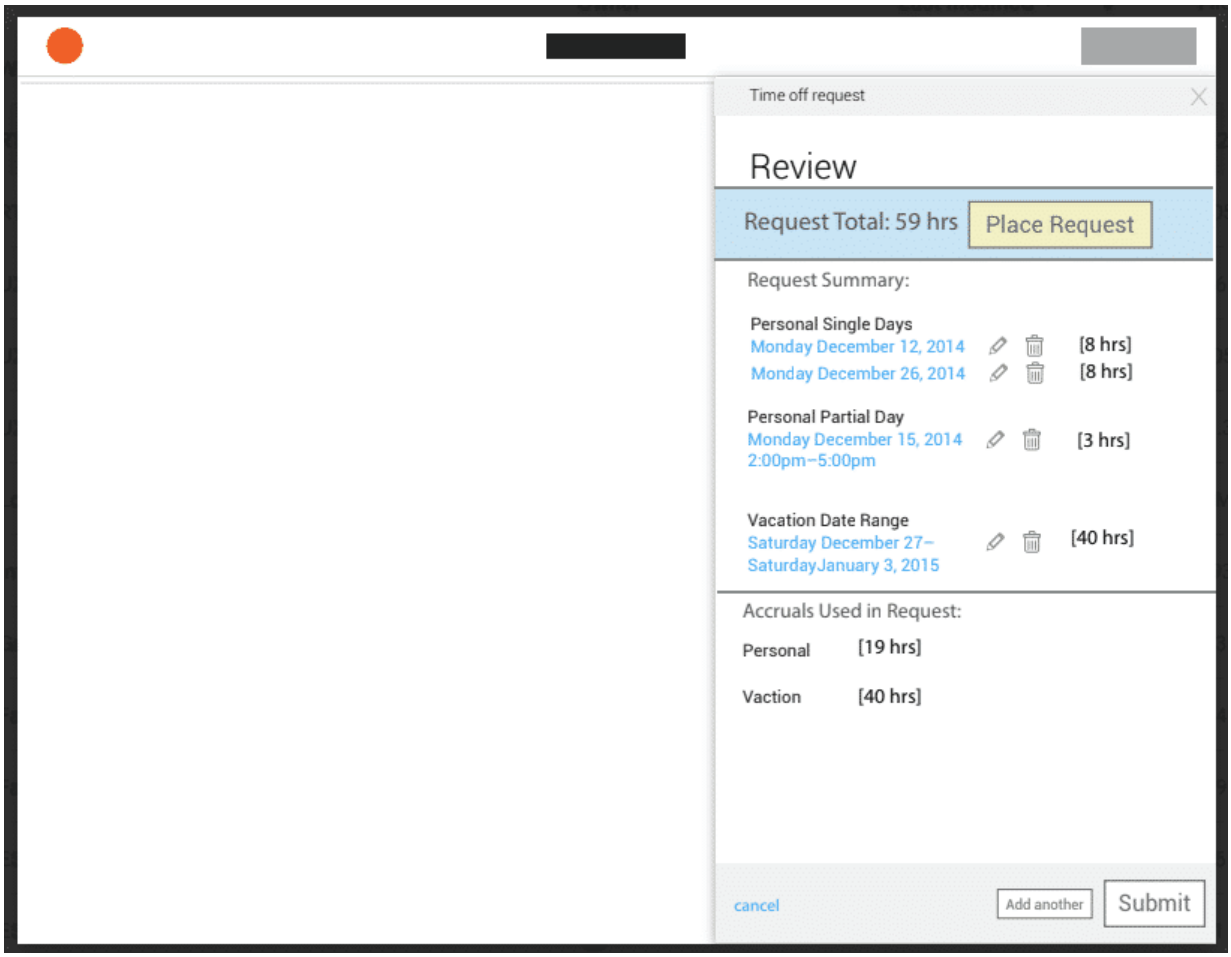

Time off request
Date
December 15, 2014, 2:00pm-5:00pm
Time off duration
single day(s)
partial day
Deduct from
personal
16 hours
vacation
56 hours
floating
24 hours
cancel
Add Another
Review

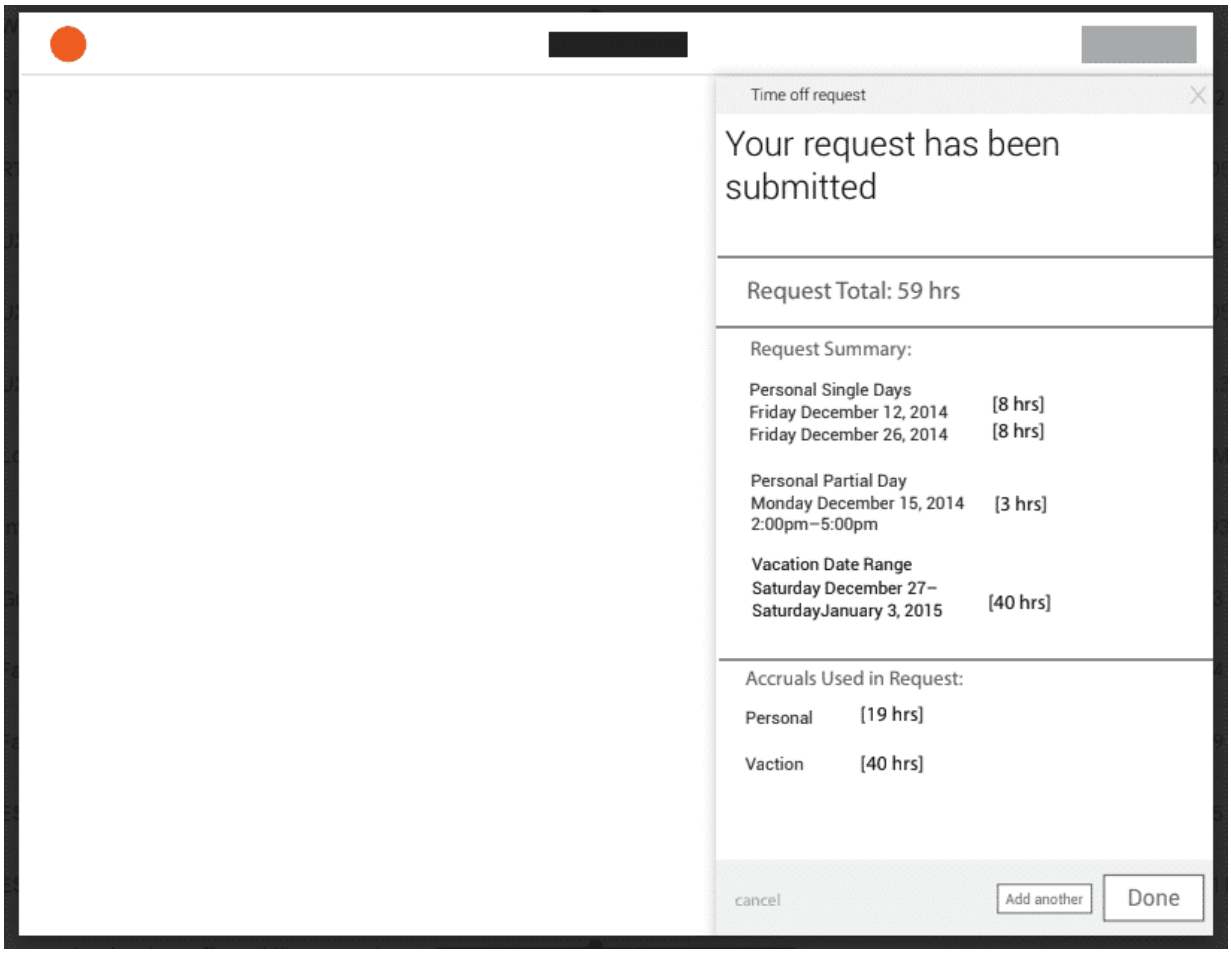

Time off request
Date
December 12, 2014
Time off duration
single day(s)
partial day
Deduct from
personal
32 hours
vacation
56 hours
floating
24 hours
cancel
Add Another
Review


Time off request
Choose day(s)
december 2014
Mon Tue Wed Thu Fri Sat Sun
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
january 2015
Mon Tue Wed Thu Fri Sat Sun
full day
hours
1st half
2nd half
cancel
Add Another
Apply


Time off request
Choose day(s)
december 2014
Mon Tue Wed Thu Fri Sat Sun
22 23 24 25 26 27 28
29 30 31
january 2015
Mon Tue Wed Thu Fri Sat Sun
1 2 3 4
3 4 5 6 7 8 9
10 11 12 13 14 15 16
full day
hours
1st half
2nd half
cancel
Add Another
Apply


Time off request
Date
December 29, 2014
December 30, 2014
December 31, 2014
January 1, 2015
January 2, 2015
Time off duration
single day(s)
partial day
Deduct from
personal
32 hours
vacation
56 hours
floating
24 hours
cancel
Add Another
Review


Time off request
Review
Request Total: 59 hrs
Place Request
Request Summary:
Personal Single Days
Monday December 12, 2014
[8 hrs]
Monday December 26, 2014
[8 hrs]
Personal Partial Day
Monday December 15, 2014
2:00pm–5:00pm
[3 hrs]
Vacation Date Range
Saturday December 27–
SaturdayJanuary 3, 2015
[40 hrs]
Accruals Used in Request:
Personal
[19 hrs]
Vaction
[40 hrs]
cancel
Add another
Submit



Who Is Eligible for Requesting PTO?

All nursing staff can use the Kronos app for requesting time off work. There are more categories and options available for full-time employees. Accrual balances and high priority dates (holidays, etc) also depend on seniority of the nursing staff. Talk with your Supervisor for any questions or concerns.

FULL-TIME EMPLOYEES | **PART-TIME EMPLOYEES**

- Full-time employees working at least 36 hours a week.
- Travel nurses working at least 36 hours a week.
- Eligible for seniority benefits and high priority PTO.

FULL-TIME EMPLOYEES

PART-TIME EMPLOYEES

- Part-time employees working less than 35 hours a week.
- Travel nurses working less than 35 hours a week.
- Student fellowships that are less than 35 hours a week.

How do I sign up for the Kronos app?

Contact your Supervisor or HR Partner for more information on signing up for the Kronos web app. You can also download the mobile app for access on the go.

Find Your Supervisor and HR Partner
You can search for your Supervisor and HR Partner via the online employee portal.

LOGIN TO PORTAL

A Summary of PTO Categories

There are a few updates to PTO categories, which are outlined below.

Personal Time Off

- Sick days are included in personal time off.

- Appointments or other wellness needs are included in personal time off.

Vacation Time Off

- Vacation days can be used for leisure travel.
- Vacation days can be used for rest that does not include travel.

Floating Time Off

- A floating holiday is a paid day off that each employee can decide when to take.
- Floating holidays are used at the employees' discretion to celebrate special occasions, cultural events, and more.

Your PTO Benefits

Your PTO benefits depend on your status, rank, and seniority. Follow up with your Supervisor or HR Partner for additional questions or concerns.

PTO Benefit	Description
Sick days	Start at 5 days per year
Personal days	Start at 3 days per year

PTO Benefit	Description
Vacation days	Start at 12 days per year
Floating PTO days	Start at 3 days per year

Have additional questions?

Contact your Supervisor or HR Partner.

Find Your Supervisor and HR Partner

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