



Family Approved Paid Time Off (FAPTO) revised

Effective 1/1/23

Policy:

Staff working for Participants accrue Paid Time Off bi-weekly per the agency's Paid Time Off Policy. Paid Time Off is budgeted in the Participant's Self - Directed Plan through the fringe rate. However, Independent Support Services, Inc. recognizes that there are times when Participants want to take their own vacations, experience a medical crisis which cause hospitalizations and or other circumstances which result in staff not working their normally scheduled hours (ie: weather emergencies). These circumstances have caused staff to use their own accrued Paid Time Off or lose wages. Independent Support Services, Inc. recognizes that Participants and or their Designee want to be able to allow for additional time off without having to make staff use their accrued Paid Time Off therefore the Family Approved Paid Time Off (FAPTO) policy has been developed.

Participants and or their Designee can choose to allow Staff to be paid under Family Approved Paid Time Off for up to **20 hours** in a calendar year. Independent Support Services, Inc. must review the FAPTO request for the appropriateness of use and to ensure the hours do not go over **20 hours** for the calendar year. In order for staff to be eligible for FAPTO they must have worked for the participant requesting the FAPTO for 6 months or more.

Procedure:

1. Participant/ Designee will inform their Self-Direction Coordinator of their request to use Family Approved Paid Time Off. Their request will be specific to the Staff's name, how many days/hours and the reason it is being requested.
2. The Self - Direction Coordinator will review the request for dates, hours, staff name/s and reason. Once reviewed, the Self- Direction Coordinator will email the Assistant Executive Directors/Designee, detail the request and ask for agreement with the request.
3. Once agreed upon, the Self- Direction Coordinator will notify the Participant/Designee. In turn, the Assistant Executive Director/Designee will give the FAPTO specifics to the payroll department. If not agreed to, the Self- Direction Coordinator will let the Participant/Designee know along with the reason.
5. Once the Participant /Designee receives the agreement they will be reminded that the staff are to write/type in on their timesheets the date/s, hour/s, non- billable, non- face to face, and fill in Family Approved Paid Time Off.

Revised 12/22 lc