

## Seven strategies can help practices manage staff time off

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(HealthDay)—Several strategies can be implemented to help address

management of staff time off, allowing mutual respect for the employee and employer requests, according to an article published in *Medical Economics*.

Noting that when employees feel like part of a family, they are happier, which is something that patients pick up on, the article discusses managing staff time off.

Seven strategies are recommended to allow flexibility to staff while maintaining a business. These include starting a paid time off bank, pooling vacation days, sick time, and an employee's [personal time](#), excluding paid holiday days. Policy regarding days off should be established, and employers should be consistent. To chronicle absenteeism, a tracking system can be implemented as part of payroll software; this helps to avoid subjective responses and [decision making](#). Legal advice should be sought in cases where it is unclear whether a day is vacation time or paid time off. All options should be explored, including whether the [time](#) off is based on accrual; guidelines should be developed for different types of leave, including jury duty. Employers should have a plan B, which can be implemented when different employees are off work. Time should be invested into the infrastructure of human resources so that staff know how to use their benefits.

"To allow some flexibility to staff while also maintaining a business, plan to get creative and organized about it all," Kate Othus, M.H.A., of Aldrich CPAs and Advisors in Portland, Ore., said in the article.

**More information:** [Abstract/Full Text](#)

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