

Personal Time Off (PTO) Policy

The UPMC Jameson School of Radiography utilizes a **Personal Time Off (PTO)** system. Each student is allocated **56 hours of PTO per school year** during the program.

Requesting PTO in Advance

- PTO must be **requested in advance**, preferably with **at least 7 days' notice**, unless used for an emergency or illness.
 - To request PTO:
 - The student must **call the assigned clinical site** and speak directly with a **Clinical Instructor (CI)** or a **technologist** (if the CI is unavailable) to notify personnel and have the PTO entered into the schedule.
 - **Voicemails, texts, or emails are not acceptable** for this notification
 - 1. After notification the student must **email program leadership**, including:
 - Program Director
 - Clinical Coordinator
 - Lead Clinical Preceptor
 - 2. The email must include:
 - Date of the request
 - Time and number of PTO hours requested
 - Name of the technologist/CI contacted
 - Time of the phone call
 - PTO must be used in a **minimum of 2-hour increments**.
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PTO for Emergency/Illness Absence

Students are expected to attend all scheduled classes and clinical assignments. In the event of an **emergency or illness**, the following procedures must be followed:

Notification Requirements

- The student must **notify the clinical site as soon as possible** by calling and **speaking directly with a technologist prior to your start time**.
 - **Voicemails, texts, or emails are not acceptable** for this notification.
- The student must **document the name of the person they spoke with and the time of the call**.
- After contacting the clinical site, the student must **notify program leadership** (Program Director, Clinical Coordinator, and Lead Clinical Preceptor) via **text or email**.

- This communication must include:
 - The reason for the absence
 - The **time of the call**
 - The **name of the technologist notified**

Time Accountability

- The time missed will be **deducted from the student's Personal Time Off (PTO) bank**.
- A minimum of **2 hours will be deducted** per occurrence.

Health and Safety Compliance

- The UPMC Jameson School of Radiography follows **UPMC Employee Health policies** regarding communicable diseases.
- Based on the situation, students **may be required to remain absent** from class or clinical settings to ensure the safety of patients, staff, and peers. The students would be required to utilize their PTO.

PTO Carryover

- Unused PTO from the **first year may be carried over into the second year**.
- Students are encouraged to **use PTO responsibly** to ensure availability when needed.

Exceeding PTO

- Any time missed **beyond the 56 PTO hours** must be **made up in clinical**.
- Make-up time:
 - Will be scheduled by the program and will be required during **school breaks**.
 - **Cannot be scheduled on UPMC-observed holidays**
- Make-up time is only permitted for students who have **exhausted their PTO balance**.
- Students may **not "bank" extra hours** during breaks for future PTO usage.

Impact on Students

- **Make-up time will be required at twice the number of hours exceeded beyond the allocated PTO.**
 - **Make-up Time Example:**
 - The student had **0 hours** in their PTO bank and missed **4 hours** of clinical/class resulting in a **-4 hours** balance. The student will be required to make up **8 hours** of time in clinical.
 - **Absences may impact course or clinical grades.**
 - **Pop quizzes cannot be made up** and will result in a **grade of 0%**.
 - Excessive absences (beyond PTO allowance) will result in:
 - A **1% reduction in final grade for every 2 hours missed** applied to affected courses.
 - **Grade Reduction Examples:**
 - Missing **8 hours of class (6 courses)** = $4\% \text{ total reduction} \div 6 \text{ courses} = \mathbf{0.67\% \text{ deducted per course}}$
 - Missing **8 hours of clinical** = $4\% \text{ total reduction} \div 1 \text{ course} = \mathbf{4\% \text{ deducted from clinical course grade}}$
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Make-Up Opportunities

If PTO is exceeded, make-up time may be completed during:

- Thanksgiving Break
 - Christmas Break
 - Spring Break
 - Summer Break
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Call-Off Contact Information

Students must follow all call-off procedures outlined in the attendance policy and use the appropriate contact numbers listed below.

Program Leadership Contacts

After notifying the clinical site, students must also notify program leadership:

- **Emily Hoffman, Program Director**
Office: 724-936-3960
Cell: 330-360-6123
 - **Melissa Conley, Clinical Coordinator**
Office: 724-936-3961
Cell: 724-651-2131
 - **Ashlee Foster, Diagnostic Tech Specialist / Lead Clinical Preceptor**
Cell: 724-866-4463
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Clinical Site Call-Off Numbers

UPMC Jameson (During Normal Business Hours)

- Viewing Room: 724-656-4119
- College Fields: 724-658-9700*
- Westgate: 724-698-1694*
- Nesbitt: 724-656-6036*

UPMC Jameson After-Hours Call-Off (5:00 PM – 6:00 AM)

- UPMC Jameson ER: 724-656-4245

UPMC Horizon – Shenango Valley Hospital and Hermitage Specialty Care (All Hours)

- 724-983-7143 (pickle phone)

UPMC Horizon – Greenville Hospital and Greenville Medical Center (All Hours)

- 724-589-6166
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Important Notes

- *If a Jameson offsite location (UPMC Westgate or College Fields) is closed, students must call off to the **Viewing Room** or the **ER (after hours)**.**
- Students are responsible for ensuring they contact the **correct site based on their assigned location and time**.

Additional Considerations

Failure to follow PTO procedures may result in **disciplinary action and/or academic penalties**.

Extenuating circumstances will be reviewed on an **individual basis by program faculty**.

Last Revised: May 26, 2026
