



Time Off Request for EpicEdge Go-Live Period

February 1 – April 14, 2022

From February 1 – April 14 we will be in the critical Epic/EHR Go-Live Period. During this time we will be taking important steps to launch a new electronic health record for the entire system. These steps include training 12,000 people, converting 2.2 million patient records, and providing at the elbow support for EHR users.

To ensure we have “all hands on deck” during this important time we will need to review time off requests carefully. Time off will be granted but on a more limited basis than normal. First priority will be those who have major life events such as weddings, graduations, medical issues, the birth of a child or grandchild, etc. and must be away.

If you need time off during this period:

- Please complete the form on the back of this document. If you have already requested time off during this period, please resubmit your request as it needs to be factored into the overall planning.
- Submit this form to your manager/director by September 15, 2021.
- Your manager/director will communicate with you about your request no later than October 14, 2021.

If an unplanned time off need arises after September 15, 2021, please talk directly with your manager/director.

*If you are part of a collective bargaining agreement such as SEIU or Mass Nurses Association, you will follow a similar process that factors in contract guidelines or regulations. Your manager will discuss this with you.

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Authorization Form

EMPLOYEE NAME	
JOB TITLE	EMPLOYEE ID
DEPARTMENT	SUPERVISOR/MANAGER

Start Date	End Date	Reason Code (see chart below)	# Hours per Reason Code	SUPERVISOR/MGR/DIR Approval (Manager or Director, please sign to indicate your approval to move forward to Director or VP)

POTENTIAL CONSEQUENCES IF DECLINED:

Director/VP RECOMMENDATION: Approved NOT Approved

SIGNATURE:

DATE:

Please submit for final approval by September 15, 2021 to your Manager/Director.

Code	Reason	Code	Reason
LE	Life Event - Indicate	SK	Sick Leave
PE	Professional/Ed Event - Indicate	ML	Military Leave
FMLA/PFL	Family Medical Leave		
Other Please define reason:			