




Submit a Time Off & Hospitalization Form

1 Go to the PASCO Time Off & Hospitalization Form at: <https://pascohh.com/timeoff/>

2 Complete the form for the person using the Employee (Caregiver) information.



Sick, Vacation, or Hospitalization Form

Details

Employee/Caregiver Name *

First Last

Email *

3 Select one response per each question:

Who is this request regarding? *

- Employee
- Client(s)
- Employee & Client(s)

Is this request for? *

- Vacation
- Sick
- Hospitalization

Will visits need to be cancelled? *

- Yes
- No

Which visits will need to be cancelled? *

- All Visits
- Partial Visits

4 Enter the date(s) of this request:

What are the dates requested?

Start Date *

mm/dd/yyyy



End Date *

mm/dd/yyyy



5 You can add notes for Payroll, if needed. This is not required.

Additional Notes for Payroll? (Optional): DO NOT ENTER MEDICAL INFORMATION

NOTE: Do not enter any medical information.

Submit

Need help? Contact
PASCO Support:
support@pascohh.com