



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.

PASCO

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 * End Date *

mm/dd/yyyy 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