



Paid Time Off (PTO) Usage Procedure:

One of the great benefits of being part of Wellspring Nurse Source is earning paid time off! When you have earned PTO hours that you would like to use, please follow the following procedures:

- Make sure you clear your time off with your facility manager
- Inform your recruiter that you are taking PTO
- Fill out the PTO Request form and turn it in the week that you are taking the PTO
 - Email to Angelap@wellspringnursesource.com or
 - Fax to 704-659-4008
- If you have any questions, feel free to contact your recruiter or Angela Petersen at 704-900-2879