

LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

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Subject: VACATION SCHEDULES		Original Issue Date: 08/91	Policy # 505
		Supersedes: 08/20	Effective Date: 08/23
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by: (signature on file) Nancy Blake Chief Nursing Officer	

PURPOSE

To describe the procedure utilized for vacation scheduling of nursing staff.

POLICY

Vacations shall be scheduled by Management to provide adequate staffing to meet patient care demands and needs of County service. Employees accrue vacation on a pay-period basis. Employee shall accrue leave hours based on his/her qualifying hours and Vacation Accrual Rate during the preceding pay period.

PROCEDURE

- Vacations are scheduled by Civil Service classifications of personnel (e.g., RN, LVN, NA, Clerk, etc).
- Vacation time cannot be granted to an employee until such time as he/she completes one year of service.
- Employee with greatest seniority will be given first choice of his/her vacation with the other employees' choice of vacation in descending order of seniority.
- Vacation scheduling shall address vacation hours only.
- All vacation hours earned for one year must be taken prior to the vacation anniversary date of the following year (Refer to Carry-Over Vacation Time Policies).
- In the case of a tie involving two or more employees in the same category, the opportunity to choose a vacation schedule will be given to the employee in descending order of
 - (1) Their continuous service date
 - (2) Seniority in the work facility, or
 - (3) Seniority in the vacation-scheduling unit

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VACATION SCHEDULING

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Initials:

(signature on file)

- If an employee is assigned at the request of management to a unit after the annual vacation schedule has been prepared; the employee shall be entitled to his/her previously scheduled vacation.
- The units or department shall schedule vacation by the calendar year.
- Vacations may be split if requested by employee. If split, employee shall have choice for one part and each subsequent choice scheduled according to seniority.
- When an employee selects vacation time that encompasses one of the major holidays (Thanksgiving, Christmas, New Year's), that holiday will be considered the employee's first choice of holiday.
- Employees may request to change their vacation schedule. Management shall agree to such a change if the request does not conflict with the established quota for the scheduling unit.

Management Responsibilities

- Management will schedule vacation time if the employee does not submit a request.
- The vacation scheduling unit shall be established by the Clinical Nursing Director.
- Vacation scheduling for the following year shall be initiated by November 15th.
- Clinical Nursing Director (or designee) will review, accept, and initial all schedules by December 10th, and provide written responses to annual vacation requests in a timely manner
- Schedules will be posted by December 15th.
- Quotas will be established for each vacation-scheduling unit based on workload statistics and established formula. The formula is as follows: multiply the number of employees in each vacation-scheduling unit by three weeks; divide by 52 (the number of weeks in a year).
- The result will give the number of employees to be off at one time. If the result is for example 2.8, either two or three employees should be scheduled off at any one time. Vacations shall be scheduled evenly throughout the year unless workload indicates differently.
- When possible, vacations will start following days off so that all normally scheduled days off are included in with the vacation.

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Carry-Over Vacation Time Policies

- The employee will be responsible for requesting approval to carry-over any unused vacation at least three months before his/her anniversary date. Employee will complete a "Request for Approval to Carry-Over Vacation Time," Form H4474, and will submit request at least three months in advance before the anniversary date.
- Failure to take unused vacation time as required, or request approval to carry-over vacation will result in the employee being scheduled for vacation time off at the department's discretion.
- The authority for approving carry-over vacation time shall rest with the Chief Nursing Officer.

Vacation Pay Advance

An employee may be allowed to receive a vacation pay advance upon supervisory certification that all qualifying factors have been met. The following are the eligibility requirements for a vacation pay advance:

- The minimum requirement necessary to receive this advance is an approved vacation leave of at least ten consecutive working days per advance, one of which is a regular payday.
- The approved vacation leave may include vacation days or other accrued time credited to the employee. Any holiday falling within the vacation period will be credited toward the minimum vacation days requirement.
- A maximum of two requests for each calendar year shall be approved.
- Contact Nurse Manager for instructions.

REFERENCE

California Code of Regulations, Title 22, Section 70733
 Los Angeles County Code, Sections 6.18.040, 6.18.080, 6.24.030
 Los Angeles General Medical Center Policy #517: Use of Vacation Benefits
 Department of Health Services Policy #755: Vacation Scheduling

REVISION DATES

92, 93, 95, 96, 97, 05/98, 04/99, 12/01, 02/05, 09/08, 12/15, 8/2020, 08/23