



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

VACATION REQUESTS, HOLIDAY, PERSONAL LEAVE AND LEAVE OF ABSENCE

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PURPOSE: To define guidelines for time off approval that allows for adequate patient care, coverage, and maintenance of routine operations while taking into consideration needs/desires of individual staff.

POLICY: The Director, Clinical Managers, and Senior Clinicians are responsible for approving time off for their personnel using the following systems.

PROCEDURE:

I. VACATION REQUESTS/ HOLIDAY TIME

A. The employee will:

1. Submit the request in on the "Vacation Request" form to area supervisor (Senior Clinician) or Clinical Manager for review.
2. Requests are submitted on an annual basis at a time deemed appropriate for the department. Refer to guidelines developed by the PT Advisory Council (PTAC) Vacation subcommittee for the PT Department.
3. The Department Director, or Designee, will decide on all overlapping requests on a case-by-case basis, taking into account seniority, previous approvals, timeliness of requests and ability of the Department to ensure safe and adequate patient care.

B. The supervisor will:

1. Review and initial the form and forward the request to the Physical Therapy Office for final approval.

C. All requests will be given final approval by the Director, or designee, to ensure adequate staff to meet patient care needs.

II. PERSONAL LEAVE

- A. Personal leave ("P" time) is limited to nine (9) days per calendar year.
- B. Any request for personal leave must be submitted to the clinical manager for approval at least three (3) days prior to the date.
- C. In the case of emergencies, usual call-in notice is required.

III. LEAVES OF ABSENCE

- A. Requests for "A" (absent without pay) time which do not exceed three (3) days may be granted at the discretion of the clinical manager/supervisor.
- B. Any absence in excess of three (3) days of "A" time constitutes a break in service and must be justified by a leave of absence request and approved by the Director of Physical Therapy and Medical Center Administration. Additional oversight review and approval by Department of Health Services Human Resource Department may be implemented for extended LOAs and in times of hiring freezes and override the approval of the PT Department Director.
- C. Designation of Family Leave is the responsibility of the employee and Department Director in consultation with the Human Resources Department.


Director, Physical Therapy Department