

POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES

SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **REQUEST FOR TIME OFF**

CODE: 9.13.0  
DATE: 12/26/84  
REVISED: 4/19/22  
APPROVED: Thinh Tran, Pharm.D.  
PAGES: 1 of 2

Request for time-off and or vacation will be granted based on the departmental staffing needs.

## PROCEDURES

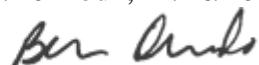
### Time-off Request

- Request for days off must be made in writing at least 48 hours in advance to the Pharmacy Supervisor or Pharmacy Director. Based on the relative needs of the department/unit for the time requested, approval may be granted or denied. Emergency requests will be handled on an individual basis, keeping the needs of the Department in mind.

### Vacation

- Vacation request list will be distributed, by the pharmacy supervisor, to the staff on a yearly basis just prior to the beginning of each year.
- Only one person from each job classification (technician, pharmacist etc) will be allowed to take vacation at a time with a maximum of 4 consecutive weeks per request. Anything greater than 4 weeks will be granted based on the needs of the Department.
- The vacation request will be granted according to the employee's seniority (in their job classification) at Rancho. The person with the highest Rancho seniority will have first choice; this will continue until the person with the least seniority makes a selection.
- Each person will have a designated time to make their choice. If you do not make a choice by the end of your designated time you will lose your seniority advantage selection to the next senior person; this will continue until you make your selection
- The second choice can be requested (after everyone has made a first choice) but can be denied depending upon departmental staffing needs.

Reviewed: 7/23/2014bdk, 12/26/2018bdk, 4/19/2022 TT

Approved By: 

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- Vacation request can be submitted throughout the year and may be granted, on a first come first serve basis, depending on the departmental staffing needs.
- Request for vacation changes **after** initial requests have been set should be done promptly
- Time-off/Vacation request forms will be available in each area.