



# Rancho Los Amigos National Rehabilitation Center

## Communication Disorders Department Policy and Procedure

**SUBJECT: TIME-OFF REQUESTS**

**Policy No.: 219**  
**Supersedes: October 1993**  
**Revision Date: July 2022**  
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### **Purpose:**

To delineate procedures for requesting and taking time off.

### **POLICY:**

All Communication Disorders staff will comply with the following policy and procedures for requesting and taking time off.

### **PROCEDURES:**

**TIME-OFF:** All requests for time-off (vacation, holiday worked, overtime accrued) are to be made as far in advance as possible. It is the responsibility of individuals requesting time-off to ensure they have the time by referring to their current leave balance. It is also the responsibility of the individual requesting the time-off to make all necessary provisions for ensuring coverage during the absence. This includes (a) arranging for coverage of all necessary clinical and/or administrative responsibilities, (b) providing notification to the appropriate individuals (Service Chiefs, clinics, etc.), and c) notifying patients prior to the day scheduled off.

**REQUEST:** All requests for time off are to be made in writing or via email directly to the director (or designee). Time-off requests must include: a) date request made, b) date(s) of time off, and c) type of time to be used. It is the responsibility of each employee to re-submit a request in order to make any changes to an original request for time-off. Requests are approved based upon staffing patterns and determination of adequate coverage. The director is responsible for indicating "approval". Requests approved by the director will be forwarded to Timekeeper to be recorded in the departmental payroll log and filed.

**ILLNESS:** In the event of an illness, the Main Office, the direct supervisor, and the work area should be notified no later than 8:15 a.m. If illness necessitates leaving work during the course of the day, both the supervisor and the Main Office must be notified. It is the responsibility of staff to notify the supervisor of necessary coverage of duties. Should an illness occur at the end of a pay period, staff are responsible for notifying the supervisor of any time-card changes.

**MEDICAL/DENTAL APPOINTMENTS:** Staff must notify their supervisor in advance of their need to take time off for medical/dental appointments and make the necessary arrangements for any coverage of duties. Following approval of time off, the supervisor will forward information to the Director and Timekeeper.

**PERSONAL TIME:** Staff may use Personal Time according to their respective Memorandum of Understanding (MOU). Staff must notify the director in advance and make the necessary arrangements for coverage. Following approval of time off, director will forward information to the Timekeeper.

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**TARDINESS:** All staff are responsible for working their standard daily shift. Individuals who are late to work should utilize Personal, Accrued Overtime off, Holiday Worked, or Vacation time, as needed, in order to make up the time. Working during lunch is a violation of labor laws. If the clinical workload supports the need to flex time across the week, the supervisor may approve a flex alternative, but the employee must submit a request for this and indicate the specific times of the flexed hours to be worked and reflected on the timecard.

**HOLIDAY WORKED:** Staffing plans to provide speech pathology services on holidays in accordance with regulatory, licensing, accrediting, and payor requirements will be established at least two weeks in advance. The work performed on a holiday must be of the same nature as that performed during the regular work week. Staff will be provided with an opportunity to select their schedule on a rotating basis with all attempts at fairness.

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EFFECTIVE DATE: October 1993  
REVIEWED: July 2022

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.