



RANCHO LOS AMIGOS  
NATIONAL REHABILITATION CENTER

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## Occupational Therapy and Recreation Therapy Department

### POLICY AND PROCEDURE

**SUBJECT: VACATIONS AND OTHER  
ACCRUED TIME OFF**

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#### POLICY:

1. Management will schedule vacations to ensure essential coverage at all times. Approval of duration, timing of vacation, and limit on number of staff off during any one period shall be determined based on patient care and departmental needs, including patient census and levels of staff needed to assure timely quality patient treatment.
2. Management shall request employees to submit their vacation requests for advanced planning. Vacation requests will be for March 1<sup>st</sup> of the current year through the last day in February of the following year. Annual vacation will be considered by seniority and up to the **annual allocation** for each employee.
3. The Employees Request for Time Off form is to be used and the choice of the request (1<sup>st</sup>, 2<sup>nd</sup>, etc.) indicated on the request form. Requests using the employee's annual **allocation** of vacation time will be taken from each employee at the time the annual vacation schedule is established. If at least one of the requests is not granted, the manager will review the calendar and vacation schedule with the employee and help the employee identify a time for his/her vacation.
4. Upon completion of the first round of approval for the employee's annual allocation a supplemental round will be completed for additional requests for accrued vacation beyond the annual allocation. After the supplemental round is completed, other requests for additional accrued time will be on a first-come first-served basis.

In determining vacation schedules of employees, management shall be guided by the conditions of the applicable MOU for the employee

5. Vacation scheduling will be by area for most of the Department. There are some exceptions to this, including Recreation Therapy staff, which will be considered as a group/area, and the clerical staff, which will be considered as a group/area, when determining the annual vacation schedule.
6. In the event of a scheduling conflict, which cannot be resolved through negotiation, the employee with the most seniority within the area/group will have first choice, with the other employees being given their choices in descending seniority order. The contractual language within the Memorandum of Understanding (MOU) determines seniority.

7. Saturday coverage will be based on the established annual vacation schedule to ensure that employees are not working a Saturday during an approved vacation time. An employee submitting a request for time off after the Saturday coverage schedule is established, is responsible to find coverage for any Saturday to which he/she has already been scheduled to work.
8. Employees must notify managers/supervisors if they are requesting to rescind an approved vacation at least, 3 weeks in advance to allow for department planning. Any employee not giving the required 3-week notice will be expected to take the approved time off. Manager will notify area staff when a time previously approved becomes available. Requests for new available time will be considered and approved using seniority.
9. Employees assigned to the Department after the annual vacation schedule has been prepared, waive any seniority rights until the next annual vacation scheduling period.
10. The procedures for processing a vacation request form is as follows:
  - a. The employee submits a request to the manager/supervisor, with the priority choice indicated.
  - b. The manager/supervisor approves/denies, submits signed form to the Occupational Therapy/Recreation Therapy Administrative Office (OTO) and entered on the Department Master Calendar. A copy of the approved/denied requests is returned to the employee and retained for future reference as needed in the OTO.
  - c. Requests from clerical staff for the annual vacation schedule, the manager/supervisor of the area will send the request to the Occupational Therapy/Recreation Therapy Administrative Office for approval. If approved, the Occupational Therapy/Recreation Therapy Administrative staff will sign the request. A copy will be sent to the employee, the information will be recorded on the Department Master Calendar, and a copy retained for future reference as needed. Interim time off requests for clerical staff will be approved/denied in the area.

Reference: RLANRH Administrative Policy and Procedure A211