



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: VACATION SCHEDULING

Policy No.: A385

Effective Date: 02/1999

Page: 1 of 2

Policy Statement: It is the responsibility of the Department of Nursing to maintain adequate nursing staff coverage to fulfill patient care obligations. The policy of the Department is to provide for periods when employees can take time for rest.

Purpose: To identify the process of requesting and granting vacation time.

Policy Guidelines:

1. Vacation scheduling units will be determined on an annual basis for nursing personnel.
2. The Nurse Manager and Director will determine the number of employees able to take vacation at any given time from each scheduling unit. Supervisors may limit the number of persons off during any one period, deny, or reduce vacation days, to meet the service needs of our patients and other members of the public.
3. Vacations are scheduled for a 12-month period from February 1 of one year through January 31 of the following year. Failure to submit request by December 31 of the previous year will result in loss of seniority rights as applies to vacations.
4. Only one of the following holidays may be included in the vacation request. (Thanksgiving and the day after, Christmas or New Year's Day).
5. Vacation request cannot include a request for "E", "F", "P", "L", "T" or "A" time.
6. Seniority for vacation scheduling purpose is defined in the MOU and the County Salary Ordinance.
7. Employees are encouraged to use vacation time each year for rest. All requests for deferred vacation must be requested by the employee in writing and must be approved by their supervisor. **KEY POINT:** In the event that an employee has carry-over vacation, deferred and annual vacation leave may be combined only if the request is not in conflict with other employee's first choice vacation. Deferred vacation is defined as time carried over beyond the employee's accrual date.
8. Employees may request in writing to cancel an approved vacation period. Another vacation period may be requested by the employee and will be approved or denied based on the needs of the unit.
9. Employees requesting three (3) or less days off, in addition to the annual vacation scheduling, shall submit such requests at least three (3) days in advance. Management shall provide a written response to these requests within two (2) days of receipt. These requests will be granted on a first come, first served basis.

Procedural Steps:

1. Scheduling units will be defined by the Nursing Operations Council. The number of employees approved for vacation per scheduling unit will be posted by the Nurse Manager or designee by December 1 of the preceding year.
2. Each vacation scheduling unit will post a seniority list. A calendar for the vacation year will be maintained by Nurse Manager/ designee. This calendar will be available to staff.
3. 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
Key Point: 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.
3. Employees can request a single vacation period in which to utilize their annual vacation allotment (up to a maximum of 20 days), or they may choose to submit more than a single choice and label them as choice #1, choice #2, etc. If, based on seniority, their #1 choice has already been granted to another, the manager will then go automatically to their #2 choice, and so on until an available period is identified.
4. Employees who wish to break up their allotted annual vacation (up to a maximum of 20 days) into multiple smaller vacations, must indicate "multiple vacation request" on the form and identify which of the time periods is their #1 choice, #2 choice, etc.. Only their #1 choice will be considered in the initial round of vacation granting. Should their #1 choice be unavailable, the manager will identify this to the employee along with available options so that they can select an alternative time.
5. If none of their vacation choices are available, this will be identified to the employee along with the available options so that they can select an alternative time. Alternative selections must be made within 24 hrs so that the manager can proceed with granting of vacations for those next in seniority.
5. Vacation requests submitted by the deadline of December 31 of the previous year will be finalized once it is determined whether the requested time is available and the vacation request is either approved or denied by January 25 of the current year.
6. This process will be repeated for second and third multiple small vacation requests submitted by the deadline of December 31, of the previous year.
7. After vacations have been finalized, remaining open vacation time may be requested, which will be granted on a "first come, first served" basis for all other requests by employees.
8. Requests for "E", "F", "P", or "L" time to be added to a granted vacation request may be made one month prior to the posting of the time schedule and may be granted, if staffing permits.
9. All employees are required to work the weekend prior to the requested vacation period or return to work the weekend following the approved vacation.

Reviewed by: D. Kannampuzha MSN, RN, CRRN, NE-BC; M. Maranan DNP, RN, CNML

References:

Department of Health Services. Policy No.755 Vacation Scheduling

MOU 2019 & County Salary Ordinance

05/01 – Reviewed

10/05 – Revised

10/09 – Revised

09/12 – Revised

06/16 – Reviewed

04/20 – Revised

07/22 – Revised