



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### ADMINISTRATIVE

### POLICY AND PROCEDURE

**SUBJECT: REQUEST FOR TIME OFF**

**Policy No.:** A390  
**Effective Date:** 02/1999  
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**PURPOSE:** To establish guidelines for requesting and granting time off from work.

**POLICY STATEMENTS:**

1. The Nurse Manager/designee addresses requests for time off in advance of the posting date of each work schedule or cycle period. The Administrative Nursing Supervisor (ANS), addresses requests for time off after the schedules have been posted.
2. Requests for time off are granted based on the needs of the service.

**PROCEDURE:**

1. The employee will:
  - a. Submit their request via the approved electronic application that is being utilized. This request goes directly to their immediate supervisor.  
-or-  
Complete two (2) copies of the DHS-HR Employee's Request for Time Off (HS-59) and include the following information: name, employee number, work location, date form is being submitted, dates or hours of time off (from, through and return to work), time requested (Vacation, Holiday, etc.), and reason for the request.
  - b. Submit either form to the immediate supervisor prior to the posting date of the next work schedule/cycle.
  - c. Request to change a scheduled day(s) off when switching with a co-worker where applicable: the employee will negotiate coverage with another employee on the unit in the same classification and during the same work week. The name and signature of the replacement employee must be placed on the request at the time of submission. This change in day(s) off must be approved by the Nurse Manager/designee or the ANS/designee in the Nursing Resource Office for the change in schedule to occur.
  - d. After the schedule is posted, requests for time off are centralized through the Nursing Resource Office. Departmental staffing needs will be considered prior to approval which means the time off may not be granted until two hours prior to the start of the requested shift off.
2. The Nurse Manager/designee or Administrative Nursing Supervisor (ANS) will:
  - a. Respond to the request within ten working days or 14 calendar days
  - b. Consider emergency requests on an individual basis.
  - c. Document a reason for denial on the request form.
  - d. If 2 copies are submitted, return one copy of the signed request to the employee.
  - e. Maintain the original on file on the unit.

Reference:

Memorandum of Understanding 2022

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New – 02/1999  
Reviewed – 06/05  
Revised – 09/11

Reviewed – 05/03  
Reviewed – 04/08  
Revised – 09/14

Reviewed – 03/04  
Revised – 06/11  
Revised – 04/17

Reviewed – 04/20  
Revised – 07/23