



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: VACATION SCHEDULING

Policy No.: A211
Supersedes: February 15, 2004
Revised: March 23, 2010
Reviewed July 2, 2013
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PURPOSE

To provide guidelines to allow management to schedule vacations in a manner that ensures continuous services to our patients and customers.

POLICY

Department management shall schedule vacations to ensure essential workload coverage at all times. Approval of duration, timing of vacation, and limit on number of personnel off during any one period shall be determined based on departmental needs.

Supervisors shall notify employees of procedures for submitting vacation requests. If feasible, supervisors should request employees' vacation requests early in the calendar year to enhance advanced planning for staff coverage and employees' personal plans. In determining vacation schedules of employees, supervisors shall be guided by the conditions of the applicable Memorandum of Understanding (MOU) for their employees.

REFERENCE: Department of Health Services - Policy No. 755
Los Angeles County Code - Section 6.18.080
Memorandum of Understanding

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EFFECTIVE DATE: December 1, 1996

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.