



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES POLICY AND PROCEDURE

SUBJECT: VACATION SCHEDULING

Policy No.: 107
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I. PURPOSE:

To provide guidelines that will allow the Chief Information Officer (CIO) and subordinate managers and supervisors (IMS Management) the ability to schedule vacations in a manner that will not impede the workflow of the Department.

II. POLICY:

IMS Management shall schedule vacations in a manner that will ensure essential workload coverage at all times. IMS Management may limit the number of persons off during any one period, to meet the needs of the service. If feasible, IMS Management should request employees' vacation requests early in the calendar year to assist with advanced planning for staff coverage and employee's personal plans. Other vacation requests will be considered if submitted ten (10) business days prior to the planned time off.

PROCEDURE:

1. Employee shall complete the authorized DHS Human Resources Employee's Request For Time Off form and submit it to their immediate supervisor.
2. The immediate supervisor will review the request to ensure that there are no conflicting time off schedules within the unit.
3. On approval, the immediate supervisor will sign the time off request, return the original to the employee, retain a copy for the record, and submit a copy to the timekeeper.

NOTE: In determining vacation schedules of employees, supervisors shall be guided by the conditions of the applicable Memorandum of Understanding (MOU) for their employees.

CROSS REFERENCE:

Rancho Los Amigos National Rehabilitation Center's Administrative Policy A211.