

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**



SUBJECT: VACATION SCHEDULING

**POLICY
NO.:** 755

PURPOSE: To provide guidelines to allow Departmental management to coordinate vacations in a manner that ensures quality service to the public.

POLICY: Departmental management shall coordinate vacations to ensure essential workload coverage at all times. 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. Vacation requests shall not be denied based on seasonal issues.

Vacations shall be approved as required in applicable Memorandum of Understanding (MOU). Management shall request employees' vacation requests sufficiently in advance to provide sufficient time for review and planning for staff coverage and employees' personal plans.

Management shall provide written responses to annual vacation requests in a timely manner and post an annual vacation schedule in accordance with applicable MOUs.

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.

Employees must be informed, in writing, the reason for any vacation request denial.

Nothing in this policy shall be construed to limit an employee's approved use of accrued benefit time.

AUTHORITY: Los Angeles County Code
Applicable MOU

APPROVED BY:

EFFECTIVE DATE: May 1, 2005

SUPERSEDES: February 1, 2005

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