

LAC+USC MEDICAL CENTER POLICY

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Subject: VACATION BENEFITS: USE OF	Original Issue Date: 5/01/86	Policy # 517	
	Supersedes: 5/9/17	Effective Date: 11/16/20	
Departments Consulted: DHS Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To provide guidelines to allow management to schedule and approve carry-over vacation time in a manner that is not interruptive to the service nor the public we serve and to minimize mandatory compensation for excess deferred vacation time.

POLICY

Department management shall coordinate vacations to ensure essential workload coverage at all times. Supervisors may limit the number of persons off during any one period, or deny or reduce vacation days, to meet the service needs of the patients and other members of the public. Vacation requests shall not be denied solely based on seasonal issues.

Vacations shall be approved as required in applicable Memoranda of Understanding (MOUs). 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.

An employee who requests 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) business days of receipt. These requests will be granted on a first come, first served basis.

Employee 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.

As of the pay period ending April 15, 2012, at the end of each calendar year an employee shall be compensated for accumulated vacation time which, in aggregate, is in excess of 480 hours. Such excess vacation time shall be paid at the employee's workday rate of pay in effect on the last day of the calendar year.

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RESPONSIBILITY

Executive Staff Member
DHS Human Resources

REFERENCES

Los Angeles County Code section
Applicable Memoranda of Understanding

REVISION DATES

August 1, 1994; October 20, 1998; April 16, 2002; October 28, 2004; September 29, 2008;
February 11, 2014; May 9, 2017; November 16, 2020