

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
VACATION REQUESTS, SICK CALLS AND REQUEST FOR DAY OFF**

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Effective Date: March 2010
Cross Referenced:
Reviewed Date: 02/16
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Policy No: 1.018
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 2

Scope: All members of the Cardio-pulmonary Department.

Purpose: To outline the procedure that will be used for vacation requests, sick calls and request for day off of all cardiopulmonary employees. This policy is subject to change depending on departmental needs as determined by the Manager.

- Vacation:

1. A vacation is defined as a request for 2 or more consecutive days off, up to the 2 week maximum allowance.
2. An employee not having sufficient AL time in their AL bank at the time of their scheduled vacation will be denied their vacation unless they apply for and are granted a leave of absence.
3. A request does not automatically grant the vacation time. All vacations must be approved by the Manager or Designee and are granted according to the needs of the department.
4. Any conflict of vacation request will be resolved based on seniority and attendance record. The staff is encouraged to resolve any issues before it becomes problematic.
5. Staffing requirements dictate that no more than one member on the same shift, excluding per-diem, be on vacation at the same time.
6. Extended Vacation Time (more than two weeks) will be considered on an individual basis by the Manager and will only be granted if staffing is adequate.
7. Vacation Request Procedures: All vacation requests are to be made in the form of email.
 - a. Summer vacation time (Memorial Day through Labor Day) must be made prior to February 15th of the year in question. Approved vacation will be posted no later than March 15th of the same year.
 - b. All other vacations (Labor Day through Memorial Day) must be requested two months in advance and will be granted based on staffing needs.
 - c. All subsequent requests will be considered on a first come, first served basis.
 - d. No vacations will be granted from December 20 through the first week in January as per hospital policy.

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- Sick Call:

1. All Cardiopulmonary Services employees are required to notify the on-call person a minimum of two hours prior to their scheduled shift.

- Request for Day Off:

1. Day off requests are to be emailed to appropriate scheduler a minimum of 7 days prior to the requested day off. The approval or denial will be at the discretion of the Manager or designee, based on the needs of the department.