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\* **ADDENDUM** \*  
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**HACKETTSTOWN COMMUNITY HOSPITAL**

Division of Nursing

Index: 7420.000  
Addendum: # 12  
Issue Date: March 12, 2002

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**TITLE:** **OR VACATION POLICY**

**PURPOSE:** To outline the procedure that will be utilized for the vacation requests of all Hackettstown Community Hospital OR Employees. Note that guidelines may need to be adjusted depending on department needs.

1. 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.
2. A request does not automatically grant the vacation time. All vacations must be approved by the Unit Coordinator and manager and are granted according to the needs of the unit.
3. Conflict resolution of vacation requests will be based on seniority and attendance record. Staff are encouraged to work out solutions before they become problematic.
4. Staffing requirements dictate that no more than two members of the OR staff, excluding per-diem staff, be on vacation at the same time.
5. The maximum vacation time allowed at one time is two consecutive weeks.
6. Extended Vacation Time (defined as more than two weeks) will be considered by the Unit Coordinator and manager on an individual basis and be granted only if staffing levels of the department are adequate.
7. All requests for Summer Vacation Time (Memorial Day through Labor Day) must be made prior to February 1<sup>st</sup>, of the year in question. All subsequent requests will be considered on a first come, first served basis. Approved vacation time will be posted no later than March 1<sup>st</sup>, of the year in question.
8. All other vacations (Labor Day through Memorial Day) must be request two months in advance and will be granted based on staffing needs.
9. No vacation will be granted from December 20 through the first week in January as per hospital policy.
10. Out of consideration for other staff members and the benefit of the unit, it is requested that elective surgery not be scheduled during the summer vacation time (Memorial Day through Labor Day) and December 20<sup>th</sup> through the first week of January.