

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
VACATION REQUESTS**

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**Effective Date:** January 2012  
**Cross Referenced:**  
**Reviewed Date:** 3/29/12  
**Revised Date:** 1/1/12

**Policy No:** GENLAB 8.07  
**Origin:** General Lab  
**Authority:** Laboratory Director  
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**PURPOSE:** To provide adequate departmental coverage during employee vacation periods.

**POLICY:** As follows.

1. Requests for vacations from January thru June are to be submitted by November of the previous year. Requests will be approved or not by mid December. The second half of the year can be submitted in February for July thru December. Approval or non approval will be by the end of February. Requests will be indicated on the calendars in phlebotomy and the lab so staff can refer to them when requesting time off. **Posting on the calendar is to indicate approval and closed dates for requests.** Request forms with approval or denial will be returned to you.
2. If requests are made with less than 30 days' notice, the employee making the requests will be responsible for finding comparable coverage.
3. Requests for days off during holiday periods will be handled on a rotating basis so that all employees will have a chance periodically to take this premium time. Holiday periods are defined as follows:
  - Thanksgiving eve through the following weekend
  - December 23 through January 3
  - Easter eve and the next eight days
  - The holiday weekend (Fri/Sat/Sun or Sat/Sun/Mon) associated with each summer holiday
  - Halloween
  - President's Weekend
  - Martin Luther King
4. Vacation length will be limited to two weeks (10 days) of unavailability. Requests for extended vacations will require the employee to assist with finding coverage for those shifts in excess of two weeks.
5. Decisions on vacation requests by individuals working small numbers of hours per pay period may be approved or denied based on the overall amount of time that the requested days off leaves the employee not available for staffing; e.g. an employee working two shifts per pay period may be unavailable for six *weeks* when only requesting six *days* off. These requests will require special approval, and the employee may be asked to assist in finding coverage for those shifts past the two week unavailability limit.

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6. In the event of conflict with another staff member for time off, every consideration will be made to negotiate an arrangement for both parties.
  
7. Vacation conflict decisions will be based on the following criteria:
  - Exceptions to this will be requested for holiday periods, for which the person who has not had that particular holiday off for the longest time past will prevail.
  - Adequate staffing must be maintained.

**Note:** It is strongly suggested that requests be time stamped with the time clock to validate submission date. It is also a good idea for employee to retain a photocopy of the time stamped request for his/her record in case original is lost.