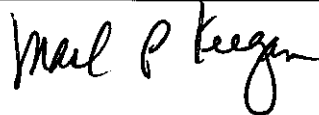


Catholic Charities Disabilities Services Agency Standard and Procedure

Standard Category	Residential Services
Standard Title	Requests for Time Off
Regulations	
Original Issue Date	July 24, 2013
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Attachments	
Approved by: Mark P. Keegan, Interim Executive Director	

Standard: In order to ensure that our residences are staffed at a level to maintain the services required for those we support, as well as to ensure that staff are able to request and use time off in a reasonable fashion, Catholic Charities Disabilities Services will establish policies regarding the request for and approval of time off.

Definitions:

An **emergency** is generally considered to be the illness of the staff member, an unforeseen situation requiring a staff member to provide assistance to a family member such as an illness or school cancellation or the death of a family member.

Family member is defined as any relative, relative-in-law, or any other person with whom the employee makes his or her/home as well as the staff member's parents, siblings and children.

Work week is defined as a staff member's typical schedule during a Sunday through Saturday work week, whether full or part time.

Policy

- 1. General Considerations:** Requests for time off should be made in advance, except for unanticipated emergencies. Requests for time off must be made through Kronos, as well as through an S-Com, from the staff member requesting the time off to the Scheduling Manager and the appropriate Associate Director or Director. The date of the S-Com determines the date of the CLT request.
- 2. Scheduling managers should consider the following when granting requests for time off:** Combined Leave Time (CLT) balance and CLT usage history, staffing levels, impact on the program, and other factors deemed appropriate.
- 3. Requests for two or less work weeks off (including partial weeks and single days):** Requests for time off can be made at any time. In general, no decisions will be made on any request more than six months prior to the time requested, but will be made once the six month mark is reached. In extraordinary circumstances where an employee needs to have an early decision on a time off request, the scheduling manager may make a decision more than six months prior to the time requested with the approval of the Department Director.

While time off cannot be guaranteed, every effort will be made by the scheduling manager to grant requests made at least four work weeks in advance.

Requests for time off made at least two work weeks in advance but less than four work weeks in advance will only be approved if staffing is sufficient.

Requests for time off made less than two work weeks in advance will be considered at the discretion of the scheduling manager but will generally not be approved unless there is an emergency, or some extraordinary circumstance.

- 4. Requests for more than two work weeks off:** Requests for time off of more than two work weeks must be made at least four months in advance. In general, no decisions will be made on any request more than six months prior to the time requested, but will be made once the six month mark is reached. In extraordinary circumstances where an employee needs to have an early decision on a time off request, the scheduling manager may make a decision more than six months prior to the time requested with the written approval of the Department Director.

Requests for time off of more than two work weeks will not be granted unless the program manager can develop a staffing plan that meets the written approval of the Department Director. Requests for more than two work weeks off will only be granted with the written approval of both the scheduling manager and the Department Director.

Requests for time off of more than two work weeks will not be approved during July and August or during the Holiday Season.

5. Special Considerations for Residential Staff for Holiday Season "Special Day" Time Off

Requests: The "special days" falling in the holiday season are defined as Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Requests for time off for any of these "special days" can be submitted at any time. In general, no decisions will be made on any request earlier than the September 1st prior to the "special day." In extraordinary circumstances where an employee needs to have an early decision on "special day" time off request, the scheduling manager may make a decision earlier than September 1st with the approval of the Department Director. Staff need to be aware that the schedule may be changed due to agency need on these days and pass days may change, so if staff want to ensure they have one of these five days off, they need to make a written request (see #1 above). If more requests for a specific day off are received than can be accommodated, the scheduling manager may assist staff to attempt to work out an arrangement that allows for each person get part of what they have requested. Additionally the scheduling manager may consider whether or not the staff member had the requested day off the previous year in making the decision.

6. Decisions on time off requests for two work weeks or less or for "Special Days" will be made by the scheduling manager within seven calendar days of the date of the request, or the "no earlier than" date specified above. Decisions on time off requests for more than two work weeks will be made by the scheduling manager and Department Director within fourteen calendar days of the date of the request or the "no earlier than" date specified above.

7. Notice for emergency call outs for Residential Staff: If possible, staff are to give at least two hours notice for a traditional day shift, three hours for the evening shift and five hours for the overnight shift. If staff are calling out for a shift that is longer than eight hours, five hours notice should be given. Failure to give sufficient notice may subject the staff person to disciplinary action.

8. Call-outs after requests for time off are denied: If staff call out after a request for time off has been denied they may be subject to disciplinary action.