

SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<p><u>POLICY:</u> NURSING STAFF SCHEDULING Registered Nurse staff schedule is posted a minimum of two weeks prior to implementation.</p> <p><u>PURPOSE:</u> To provide guidelines for scheduling Registered Nurses to meet the needs of the Agency.</p> <p><u>RESPONSIBLE PARTY:</u> Nursing Supervision, Director of Patient Services, Director, Deputy Director</p>	<p>Original Approval: 9/99 Reviewed: 9/99 Revised: 3/03, 6/03 11/03, 12/04, 7/05, 4/06, 11/06, 7/09, 4/16, 9/16, 10/18</p>
--	--

EQUIPMENT: Not applicable.

PROCEDURE:

1. All requests for time off for nurses in the CHHA and D&T are submitted in the electronic Time Keeping system (KRONOS.)
2. Requests for time off (three or more days) for January 1-June 30 must be submitted by October 15 of the previous year, requests for July 1 - December 31 of each year are to be submitted by April 15 of that year and are honored on a seniority basis.
3. Requests received after the deadline will be honored on a first-come, first-served basis.
4. During the months of June, July, and August, time off cannot exceed any one (1) calendar week without Department Head or designee approval.
5. Nurses shall have the option to work either a full day on Christmas Eve or New Year's Eve and receive a full day holiday for the other day, or to take the two days as half day holidays. This option must be exercised prior to the commencement of the holiday and approved by the DPS for CHHA and D&T Supervisor for D&T staff. No vacation requests will be honored which include both of the Christmas Eve & New Year's Eve holidays.
7. Staff requests for time off are honored based on agency needs per geographical area by seniority, however, the primary goal of scheduling staff is to meet the needs of the patients, agency and department.