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Nursing Policy: L-10
LSUHSC-Shreveport, LA

LEAVE TIME (Requesting and Granting)

PURPOSE:

To provide guidelines for the requesting and granting of leave time.

POLICY:

- I. Failure to comply with guidelines in this policy shall result in leave without pay and/or disciplinary action.
- II. Requesting and granting of leave time.

A. ANNUAL LEAVE:

1. Annual Leave shall be requested by the first day of the schedule already posted for the next posted schedule, or at the discretion of the supervisor.
2. An employee requesting Annual Leave shall submit a signed **Leave Slip** to the Unit Supervisor or designee. The employee shall note on the **Leave Slip** the exact amount of Annual Leave Time requested including the first and last day of leave desired.
3. The leave time is **not** approved until the Supervisor or designee signs the Leave Slip. If the Supervisor is unable to grant leave time as requested, the employee shall be informed and an alternate time may be planned. If the Supervisor approves the Leave Time, the employee shall be given a copy of the signed Leave Slip if requested. Another copy shall be placed on file by the Supervisor. The Supervisor may also choose to write the date and time the employee shall return to work on the leave slip.

B. SICK OR EMERGENCY LEAVE:

1. If an emergency or illness prevents an employee from reporting for duty as assigned, the employee shall provide as much advance notice as possible. **A minimum of two (2) hours is required.**

B. SICK OR EMERGENCY LEAVE: (cont'd)

2. The employee is responsible for notifying the Administrative House Manager's Office (extension 55149 or 55150) each day of their absence. Should the employee fail to call in, all hours absent shall be charged as leave without pay, and Disciplinary Action may result. The call to the House Manager's office is for notification only. Only the Unit Supervisor may grant approval for pay for an absence, regardless of the type of leave. For more information see **Administrative Directive 2.8.12 Unscheduled Absenteeism Policy**.
3. When calling in, the employee shall give their name, classification, reason for absence and date expected to return to work. (Refer to **Nursing Policy, CALL-INS: C-5**, for additional information.)
 - a. 0800 to 1630 Monday – Friday: call 675-5149 or 675-5150
 - b. Evenings/Weekends/Holidays: Call 675-5150; if no answer call 675-5000 and have the operator put the call through to the Administrative House Manager.

A daily absence call is required unless a physician has specified an anticipated length of absence and this has been received in writing. (Refer to **Hospital Policy 3.7, Employee Time and Attendance**, for additional information)

4. Annual Leave time may be granted for emergency situations. Employees shall submit a written request and justification to their immediate Supervisor as soon as they return to work. The Supervisor may grant or deny the request after considering the nature of the justification as well as the past attendance record of the employee.
5. When it becomes necessary to leave during a work day for any reason, all patient care service employees shall notify their Unit Manager, or Charge Nurse in his/her absence. **The Unit Manager, or Charge nurse in his/her absence shall notify the Administrative House Manager's office.** Approval for paid leave is handled by written request to the Unit Manager.
6. If a supervisor feels he/she has identified a pattern of excessive use of sick leave, a physician's certificate may be required at anytime but **shall be required for each occasion of absence after the use of 64 hours of sick leave in a calendar year regardless of the duration of the absence. Likewise, if sick leave is more than three (3) days, the employee shall be required to bring a physician's certificate.** The physician's certificate is due immediately upon return to work. The physician's certificate must indicate that the employee is or was under the medical doctor's care, unable to work, and specify the number of days, which should be granted as sick leave.

B. SICK OR EMERGENCY LEAVE: (cont'd)

7. **ELECTIVE SURGERY** shall not be treated as an emergency. Request for approved leave for elective surgery shall be made in the same manner as Annual Leave.
8. See **Administrative Directive: 2.2.2 Sick Leave**, for additional information or clarification of LSUHSC policy regarding Sick Leave.

C. FAMILY MEDICAL LEAVE

1. For information regarding Family Medical Leave, the Human Resource Department shall be contacted at extension #55634. See **Administrative Directive 2.8.8 Family and Medical Leave Act of 1993**.

D. FUNERAL LEAVE

1. Funeral Leave shall be granted without loss of pay or required use of annual leave or sick leave to attend funeral services of the immediate family only, as defined in **Administrative Directive 2.2.3 Funeral Leave**.
2. Funeral Leave must be requested. Maximum funeral leave granted shall not exceed two (2) consecutive working days.
3. The Supervisor or designee may request available proof of time and place of funeral before approving Funeral Leave.
4. See **Administrative Directive: 2.2.3 Funeral Leave**, for additional information or clarification of LSUHSC policy regarding Funeral Leave.

References:

Please see the website: www.sh.lsuhs.edu for the following:

1. **Employee Handbook**
2. **Administrative Directive**
3. **Nursing Policy: S-46: Staffing Guidelines for Unit Managers, Administrative House Managers, and Administrative Nursing Directors**
4. **Nursing Policy: C-5: Call Ins**
5. **Hospital Policy 3.7: Employee Time and Attendance**

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Signature

Date

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