I. POLICY

Adequate coverage must be maintained within the Department at all times.

II. PROCEDURES

A. All vacation requests for two (2) or more consecutive days must be submitted at least one (1) week in advance.

B. All vacation requests for five (5) or more consecutive days must be submitted at least one (1) month, but not more than one (1) year, in advance.

C. Clinical Coverage

1. Clinic Supervisors are responsible for ensuring no more than 40 percent of clinical staff are granted vacation or holiday leave at the same time (except during the two-week period centering around the Christmas and New Year's holidays, when a skeleton crew may be maintained because there is generally a decrease in service requests).

2. Vacation requests will be honored on a first come, first served basis.

3. Clinic Supervisors are responsible for arranging coverage of caseloads whenever clinicians are absent.