

**CALL IN PROCEDURE FOR REQUESTING SICK AND  
EMERGENCY ANNUAL LEAVE**

1. Veterans Affairs Division:
  - a. Employee will:
    - 1) Call their immediate supervisor by 7:30 a.m. on a scheduled work day to request sick leave or emergency annual leave.
    - 2) If their immediate supervisor is unavailable, request leave from Assistant Director, Director, or their designee in their absence.
    - 3) Call their supervisor each day of absence until employee returns to work. Exception - Employee has provided supervisor with a statement from physician showing the employee's expected date to return to work.
  
2. Veterans Home Division:
  - a. General:
    - 1) An employee's leave request will not be considered approved if a message is left with Security, another employee, or on an answering machine.
    - 2) Employee must make the request personally unless extreme circumstances exist. If someone other than the employee calls in, the employee must call the supervisor at the very first opportunity or the employee will be considered unexcused.
    - 3) The employee shall make sure the leave has been approved before failing to report as scheduled/instructed. Supervisors will approve leave as the work load and staffing permits. Employees scheduled to work are obligated to the Agency for the entire shift and must show good cause if absent. Failure to do so will result in disciplinary action.
    - 4) Non-medical emergency leave (Annual leave which has not been approved five (5) days in advance) will be granted as the work load and staffing permits. Failure to follow the Supervisor's instructions, i.e., calling in during the day, or reporting at a specified time will result in a disciplinary action.

- b. Nursing Section - Only the Director of Nursing (DON) or Designee can approve leave.
  - 1) Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN) and Registered Nurse (RN) will:
    - a) Call the DON, or the designee in their absence, no later than one (1) hour prior to duty time.
    - b) Call each day thereafter or until a physician's statement is submitted showing expected day of return to work.
- c. Food Service Section: Only the Food Service Supervisor or Designee can approve leave.
  - 1) Employee will:
    - a) Call the Food Service Supervisor no later than one (1) hour prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.
    - b) Call the Administrator in the absence of the Food Service Supervisor no later than one (1) hour prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.
- d. Maintenance Section: Only the Maintenance Supervisor or Administrator can approve leave.
  - 1) Maintenance employee will:
    - a) Call the Maintenance Supervisor no later than one (1) hour prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.
    - b) Call the Administrator in the absence of the Maintenance Supervisor.
  - 2) Institutional Services Assistants will:

- a) Call the Institutional Services Supervisor, no later than one (1) hour prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.
  - b) Call the Administrator in case the Institutional Services Supervisor are absent following the same schedule as described above.
- e. Security Section: The Security Officer Supervisor or the Administrator can approve leave.
  - 1) Security Officers will:
    - a) Call the Security Supervisor no later than one (1) hour prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.
    - b) Call the Administrator in the absence of the Security Supervisor.
- f. Administrative Personnel will:
  - 1) Call the Administrator no later than one (1) hour prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.
- g. Director of Nursing, Management Project Analyst, Food Service Supervisor, Custodial Supervisor and Maintenance Supervisor will:
  - 1) Call the Administrator no later than one (1) hour prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.
- h. Licensed Certified Social Workers and Recreational Activity Leader II will:
  - 1) Call the Administrator no later than one (1) hour prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.

- i. All other employees will:
  - 1) Request leave from the Administrator.
- 3. Supervisor and Administrator home phone numbers are posted on the bulletin board in each section. Employees should record these numbers in their personal records.
- 4. An employee on duty on weekends and holidays that does not have access to an office phone may request assistance of security in making a phone call.
- 5. An employee may call security, identify him/herself, request the phone number(s) of the supervisors in his/her chain of command. Security may give out such phone numbers and log such activity.