

VETERANS HOME PROCEDURE FOR REQUESTING SICK AND EMERGENCY  
ANNUAL LEAVE BEFORE THE SHIFT IS COMPLETED

1. Nursing:
  - a. Employee will:
    - 1) Request permission to leave from Director of Nursing (DON) if they are on duty.
    - 2) In their absence request permission from Administrator if on duty.
    - 3) In the absence of the DON and the Administrator.
      - a) The Nursing Assistant and the LPN will request permission from the RN on duty and prepare a written statement regarding the inability to complete the shift and attach it to a completed leave request for the DON.
      - b) The RN will ensure there are two (2) LPNs on duty and prepare a written statement regarding the inability to complete the shift and attach it to a completed leave request for the DON.
      - c) The RN must call the DON or the Administrator in her absence if unable to complete the shift and only one (1) LPN is on duty.
2. Security:
  - a. Day and Evening Security Employees will:
    - 1) Request leave from the Security Supervisor, or in his absence, the Administrator.
  - b. Night Shift Employees will:
    - 1) Call the Security Supervisor and ask for assistance before leaving the duty station if only one (1) Security Officer is on duty.
    - 2) Ensure there is another Security Officer on duty before leaving.
    - 3) Notify the RN of the intent to leave and leave a written statement regarding the reason for the absence and a completed leave request for the Security Supervisor.

3. Maintenance:
  - a. Maintenance employees will:
    - 1) Request leave from the Maintenance Supervisor, or in their absence, the Administrator.
  - b. Housekeepers will:
    - 1) Request leave from the Custodial Supervisor, or in their absence, request from the Administrator.
    - 2) If all are absent from building, the employee must call the Supervisor or, in her absence, the Administrator at home.
4. Kitchen:
  - a. Employee will:
    - 1) Request leave from the Food Service Supervisor, or in their absence, request leave from the Administrator.
    - 2) If the Food Service Supervisor and Administrator are absent from the facility, the employee must call the Supervisor or Administrator at home.
5. All other employees will:
  - a. Request leave from the Administrator.
6. Supervisor and Administrator home phone numbers are posted on the bulletin board in each section. Employees should record these numbers in their personal records.
7. 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.
8. An employee may call security, identify themselves, and request the phone number of the supervisors in their chain of command. Security may give out such phone numbers and log such activity.