

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

1. Veterans Affairs Headquarters, Cemeteries, and VSO 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 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. Non-medical emergency leave must be submitted fourteen (14) days in advance at the Veterans Homes.

- b. Nursing Section – The direct supervisor or designee can approve leave.
 - 1) Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN) and Registered Nurse (RN) will:
 - a) Call the on-call phone, or the designee in their absence, no later than two (2) hours prior to duty time.
 - b) Call each day thereafter or until a physician's statement is submitted showing expected day of return to work.
 - 2) ADON: The DON or designee can approve leave. ADON will:
 - a) Call the DON, or the designee in their absence, no later than two (2) hours 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: The direct supervisor or designee can approve leave.
 - 1) Employee will:
 - a) Call the Food Service Supervisor no later than two (2) hours 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 next in the chain of command in the absence of the Food Service Supervisor no later than two (2) hours 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: The direct supervisor or designee can approve leave.
 - 1) Maintenance employee will:

- a) Call the Maintenance Supervisor no later than two (2) hours 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.
- e. Administrative Personnel will:
- 1) Call the Administrator no later than two (2) hours prior to duty time and each consecutive day or until a physician's statement is submitted showing the expected day of return to work.
- f. Director of Nursing, Buyer, Food and Beverage Director, Computer Support Technicians, Maintenance Coordinator, Department Business Coordinator, Fiscal Support Specialist, Institutional Information Technology Coordinator, Staff Development Coordinator, Medical Records Supervisor, and Maintenance Supervisor will:
- 1) Call the Administrator no later than two (2) hours 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. Licensed Certified Social Workers and Recreational Activities will:
- 1) Call the Administrator no later than two (2) hours 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. All other employees will:
- 1) Request leave from the Administrator no later than two (2) hours prior to duty time and each consecutive day or until a physicians statement is submitted showing the expected day of return to work.