

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO:** 3-8-2 **PAGE:** 1 **OF:** 2  
**SUBJECT:** REQUESTING TIME OFF/SWITCHING SCHEDULES  
**DEPARTMENTS AFFECTED:** ALL **APPROVED BY:**  
**ISSUE:** 4-20-92 **REVISION DATE:** 6-1-98, 2-18-01, 4-25-04, 5/20/14  
**EFF DATE:** 8-21-91

**PURPOSE:** To provide guidelines for requesting time off and to ensure that there is coverage for those employees who are granted this time off.

**POLICY:** Employees are required to follow the procedure outlined below when requesting scheduled time off or when requesting a switch in their posted schedule with another employee. These procedures insure consistent communication and a fair procedure. This policy does not apply to any reasons that may fall under the Family Medical Leave Act. Please refer to Policy 5.3.1 for those guidelines.

**PROCEDURE:** All requests for scheduled time off for the following departments must be in by the 1<sup>st</sup> of the previous month. Please see your supervisor for your department's exact guidelines relating to whom the request form needs to be turned into; i.e., the supervisor, scheduler or administrative assistant.

- Direct care non-licensed staff including Therapeutic Activity Aides
- All direct care nursing staff
- All support service departments
- All maintenance staff

For all other departments, especially where the employee will not be replaced when they are off, guidelines may vary. All employees are responsible for checking with their supervisor before anticipating a request for time off.

Every attempt will be made by the supervisor to accommodate each employees request, however, not every request will necessarily be approved. Different factors may affect the supervisor's decision to grant or turn down a request. Examples of reasons why a request may be turned down could include: Multiple requests for the same day within the same department or same shift which could result in insufficient staffing; the employee does not meet the eligibility requirement for the use of their PTO time or they have exhausted their PTO bank; or deadlines would not otherwise be made if the employee was not there. The above is not

intended to be an all-inclusive list.

Requests for scheduled time off must be in writing. Marklund provides a “**REQUEST FOR TIME OFF**” form. The form is available at all facilities either in the mail room, through the buildings Administrative Assistant, or with the supervisor. All employees are required to use this form for all requests of this nature. A copy of the request form is attached to this policy.

**SWITCHING OF SCHEDULES:** Once a schedule is posted all applicable employees must find another employee to switch shifts with them in order for the time off to be granted during the posted schedule time. Switches must generally occur in the same week with every attempt to avoid scheduled overtime. A switch must cover an employee’s entire shift including those that work 9, 10 or 12-hour shifts.

Requests for a switch in schedule should be turned into the appropriate party at least three days before the switch occurs. It is understood that there are occasional extenuating circumstances that may not allow that much notice, however, **all switches must be approved before the switch occurs.** Each supervisor will handle each situation individually. The supervisor makes the final decision on approving switches.

**IMPORTANT:** Switching shifts will be limited to 4 switch request per employee per month. **A request for switching counts to the requestor only.** Employees are aware of their normal schedules well in advance and should attempt to schedule outside events on regular days off.

The form to request the switch must be completely filled out and signed by both the requestor and the replacement before turning it into the appropriate party, i.e. the scheduler, administrative assistant or supervisor. The supervisor will respond to the employee indicating their approval or denial of the request no later than five days after the request has been turned in. **A switch is not approved until the supervisor notifies the employee and the requestor and all parties complete the form. If a switch is submitted and not approved and either party works the non-approved switched day, the employee is still responsible for their original (regular) scheduled day. If they do not work their regularly scheduled day it will be counted as a no call/no show.**

