Purpose

To ensure the Woodside Juvenile Rehabilitation Center (Woodside) is adequately staffed to maintain the safe and orderly operation of the facility and to allow time away from work for vacation or personal convenience.

Definitions

Leave Request Window: A scheduled period of time during staff request leave.

Seniority: The length of continuous State service.

Non-Essential Services: Services not critical to provide for health and welfare of Woodside residents.

Policy

1. Leave will be granted in accordance with the Agreement between the State of Vermont and the Vermont State Employees Association (Non-Management Unit Contract and Supervisory Unit Contract).

2. There must be an adequate number of experienced staff on each shift to maintain the safe and orderly running of the facility, Therefore, Operations will grant no more than two (2) of the five (5) "Team" Youth Counselors (YC) and one "40 hour" Youth Counselor leave simultaneously.

    1. There must be an adequate number of experienced teachers on each day school is in session, therefore the Education will grant no more than two teachers leave simultaneously.

    2. There must be adequate clinical supervision in the facility each day, therefore, the Assistant Director of Clinical Services will ensure leave approval does not adversely affect daily clinical coverage in the facility.

3. There must be adequate nursing coverage in the facility each day, therefore, the Nurse Manager will ensure leave approval does not adversely affect daily nursing coverage in the facility.

4. The leave request window is open three weeks prior to each three-month rotation shift change. Requests for leave are to be submitted to the Assistant Director of Operations. The leave request window will remain open for two weeks. The Assistant Director/Designee will notify all Woodside staff via email of the leave window opening and closing dates.

5. Staff must submit any leave that they want considered for approval during the upcoming shift rotation in the leave request window.

   a. The Assistant Director of Operations (AOS) will look at the dates requested and will approve the appropriate number of staff for the day. The most senior staff will be given approval first. The AOS will assign coverage for the vacancy or direct a supervisor to assign coverage.

6. The leave request window will close one week prior to the new shift to allow the AOS time to notify staff and enter the approved leave dates into their respective staff schedule.

7. When leave is denied because of too many leave requests on one specific day, operations staff may seek approval to contact other Full Time Employees to arrange coverage by swapping shifts. Shift swapping may only occur when both staff agree and with supervisor approval.

8. Once the Leave Approval Window closes ad hoc leave requests will be approved by the AOS considering the effect of the leave request on the operations of the facility. Ad hoc requests will not be approved if two team staff and one 40-hour staff are already on leave for the requested date.
   a. If an ad hoc request is denied because too many staff are off the schedule, the AOS may approve the process as outlined in paragraph 6 above.
   b. An ad hoc request may be denied to due to unanticipated circumstances such as shift vacancies that effect the overall number of staff required to safely operate the facility.

9. Each shift will be staffed with one OS or Youth Counselor II at a minimum,
    a. The vacancy created by the OS taking leave will be filled (unless the population can be effectively managed with reduced staff.)

10. The use of sick leave is reserved for an employee who is absent from work and unable to perform his or her duties because of their or a family members illness, injury, or quarantine for contagious disease.

11. Unless physically impossible YCs, Woodside Teachers, OS and CS will contact the on-duty OS informing him/her that they will be absent from work on sick leave. Notice must be given at a minimum two hours prior to the start of their shift.
    a. The on-duty OS will ensure that operations are covered for short notice vacancies.
    b. The OS will ensure the absent staff member's immediate supervisor is informed of short notice vacancies. If the absent staff person is able, the OS may direct the absent staff person to call their immediate supervisor directly.

12. Medical and dental appointments should be scheduled outside of work hours whenever possible.

13. All staff that provide non-essential services (non-essential staff) will submit leave requests to their immediate supervisor.

14. All non-essential staff will notify their immediate supervisor of absences related to illness with at a minimum of on-hour notice prior to the start of their shift whenever physically possible.