(A) Policy Statement

The Pharmacy Department will assure appropriate staffing when granting vacation requests.

(B) Purpose of Policy

To provide adequate staffing of the Pharmacy Department during periods of high vacation utilization.

(C) Procedure

1. Vacation requests will be submitted and processed according to the Union Contract.

2. The Pharmacy Department will approve no more than one Pharmacy Certified Technician and one staff Pharmacist on vacation leave during a week (Sunday-Saturday) in which the week contains an observed or recognized holiday.

3. The Pharmacy Department will allow no more than two Pharmacy Certified Technicians and two staff Pharmacists on vacation leave during a week (Sunday-Saturday) without a holiday.

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.