

PCN RN Vacation and Sick Procedure

What happens when the RN wants vacation time?

- As VCH staff, RNs will request vacation or leave of absence (LOA) by submitting the request form to the VCH PCN Supervisor.
- Clinic to provide RN with any in-place "black out dates" as soon as possible.
- RNs will have a conversation with the clinic to ensure their vacation time works within operational needs prior to submitting the formal request to VCH for approval.
- VCH will provide clinic/physician approved vacation dates as soon as confirmed.
- If the proposed vacation time does not work within the clinic's operational needs, the VCH PCN Manager will contact the clinic for further discussion.
- There will be no backfill for RN vacations.
- At least 85% of vacation entitlements are to be booked during Advanced Vacation Scheduling (October and November) for the following calendar year. The remaining 15% may be booked at any time during the calendar year.

What process does the RN and clinic follow for sick/late?

- If the RN is unable to work, they are to immediately contact the clinic/physician.
- The RN will call the VCH absence line as early as possible to report that they are unable to attend their shift. The VCH PCN Supervisor will also confirm with the clinic via email that the nurse will be off.
- The RN will also notify their supervisor if they are leaving their shift early for any reason.
- If the clinic/lead has any concerns regarding an absence, they will call the VCH PCN Manager to discuss.