

## Personnel Records and Administration

The task of handling personnel records and related administration functions at The Medical Clinic has been assigned to the Manager. Personnel files will be kept confidential at all times and are kept under lock and key at the clinic.

## Clinic Employees as Patients

*The Medical Clinic does not accept employees as attached patients. The clinic will do its best to assist employees find their own family physician at another clinic.*

## 3.10 Vacation and other Leave Requests

[List vacation and leave policies. This may include: procedures for making vacation requests, policies about shift changes, vacation and leave calendars, number of employees that may be off at any given time, and how vacation requests are evaluated (e.g.: seniority, previous requests, fairness, etc.)]

*The following is an example:*

*The Practice Manager will maintain and post a calendar showing all approved vacations and leaves of absence. The vacation calendar is posted in hard copy in the staff room.*

*Staff should submit vacation requests to the Practice Manager.*

*As a general rule of thumb, no two MOAs will be on vacation at any given time*

*The Practice Manager will communicate dates for submitting vacation requests for major holiday seasons (e.g. Christmas, Easter and summer) staff. Where more than two MOAs request the same time, approvals will be granted considering previous vacation times, seniority, and fairness. All other vacation requests shall be granted on a first come, first served basis.*

## 3.11 Relief Shifts

Relief shifts to cover illness and vacations will be allocated based on the following criteria

- *Skills (if applicable)*
- *Availability (not overtime)*
- *Seniority*
- *Fairness*

*I have read and understood the Personnel Records and Administration Policy*

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*Employee's Signature*  
*Date:*

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*Manager Signature*  
*Date:*