

UAMS INTERNAL PROCEDURES

NUMBER: 105.2.06
CONTACT: Receiving Mgr
DATE: July 1, 2004
REVIEW DATE: May 2011

SECTION: SUPPLY CHAIN
AREA: DISTRIBUTION SERVICES
PROCEDURE: PROCEDURE TO MAINTAIN WORK/VACATION CALENDAR

PURPOSE

The purpose of keeping the work calendar is to ensure proper rotation of employees for weekend and holiday shifts. The purpose of keeping the vacation calendar is to ensure that appropriate staffing patterns will be maintained to accomplish department tasks. In addition, it provides backup documentation for the timekeeper. Access to Outlook calendar and office word software is required to maintain these calendars. The vacation/time off calendar is maintained daily and the work schedule is updated every two months.

PROCEDURE

- Work schedule:
 - The work schedule is updated every 2 months to reflect the five (5) person crews that are designated to work any given weekend.
 - It is necessary to look at past weekends prior to updating the schedule to maintain equitable spacing between weekends worked for each crew.

- Vacation schedule:
 - Vacation/sick days are added to the departments "vacation" calendar as requests are granted or time off needs to be documented.
 - The calendar is referenced prior to granting any vacation days to assure adequate staffing.