

Memorandum

To: All Kaiser Baldwin Park UNAC/UHCP RNs & NPs
From: KBPRNA
Date: July 1, 2011
Subject: Tracking Denied Time Off Request

It has come to our attention that Time Off (i.e. Life Balance) is being denied. We are tracking all "DENIED TIME OFF REQUESTS" for the next three months: beginning July 1, through September 30, 2011. In order to keep track of the number of Denied Time Off Requests we will need the following information:

Name, Dates Requested, Date Submitted, Date Processed,
Authorized Approver, Denied, Reason for Denial

1. Be sure that all requests for Time Off are in the TORT System.
2. Email Denials with the above referenced information to KBPRNA@gmail.com.
3. If you have any questions or concerns please call (626) 851-7494 and leave a clear message: name, department area and extension, return phone number. A representative will get back to you.

If you have not received a response from management in ten days, please call (626) 851-7494.

In order to have an accurate number we need everyone to participate. Thank you in advance for your cooperation.

Attach a copy and send to the email address: KBPRNA@gmail.com.