

Article 18A – Scheduling Vacations/CTO

The Nurse Manager on each unit will work collaboratively with the bargaining unit employees on the unit to facilitate each bargaining unit employee's ability to take time off.

The bargaining unit employee and the manager on each unit must mutually agree upon the seniority list as written and posted. The Hospital will provide the unit seniority lists to each unit and the Nurse Manager and the unit steward will work together to ensure the accuracy of the list.

1. Seniority Sign-Up

- a. The unit seniority sign-up will have two periods each year:

	Sign Up Time	Proposed Dates
First Sign Up	9/1 to 10/31	FY23: 1/1 to 8/31 After FY23: 3/1 to 8/31
Second Sign Up	2/1 to 3/30	9/1 to 2/29

- The first period will begin September 1st and conclude on October 31st. The CTO request book will have a calendar from January 1st through August 31st, 2023, and March 1 through August 31st in subsequent years that will be made available for requests for vacations/CTO.
- The second period will start February 1 and conclude March 30. The CTO request book will have a calendar from September 1 through the end of February.
- The parties agree that this two-period sign-up will be done this way for a trial period. Unless there is agreement by both parties to continue with a two-period sign-up, the process will revert to an annual sign-up period beginning 9/1/2024.

- The procedure for unit seniority sign up is outlined in section 2 of this article. Inpatient and peri-op units shall permit at least one nurse per shift to receive approved time off. Inpatient and peri-op units with at least 50 committed hours nurses will approve one additional nurse off per day. Outpatient and procedural areas shall permit at least one nurse per day to receive approved time off. None of these requirements shall decrease existing practice.
- b. The Nurse Manager will review the entries and the CTO book will be available on the unit no later than November 7th and April 7th. No changes will be made to the original sign-up sheets; the original sign-up sheets must remain in the sign-up book.
- c. Additional requests may be signed up for on a “first come, first served” basis after the CTO book is placed back on the unit and until the schedule is taken by the scheduler to create the next schedule.
- d. The Hospital holidays of Thanksgiving, December 24th, Christmas and New Year’s will not be included in the CTO request book. The procedure for holiday requests is outlined in section 5 of this article.
- e. An employee with an approved vacation will not have their vacation denied because of a change in their shift/schedule.
- f. When creating the schedule, designated seniority sign up requests will be guaranteed over first-come, first serve time off requests submitted after the seniority sign up period. For example, if a bargaining unit employee with approved vacation time is unable to take that vacation (e.g., separation of employment, another form of leave, such as family medical or sick, etc.), and such inability is known prior to posting of the schedule, then the next most senior employee who had requested the time during seniority sign up will be able to take that time as vacation.

2. Seniority Sign-Up Procedure

- a. The CTO book will circulate beginning with the most senior bargaining unit employee and will be handed off to the next bargaining unit employee on the seniority list until all bargaining unit employees have signed up or until the final sign-up date, whichever comes first.
- b. This process must occur in a timely manner to ensure all bargaining unit employees are able to sign up for CTO during the sign-up periods.

- c. During the seniority sign-up period, bargaining unit employees may sign up for their authorized hours to work in four weeks (two pay periods) with only the authorized hours in two weeks (one pay period) during the months of June, July and August.
- d. The CTO request book may not leave the unit.
- e. It is the responsibility of each bargaining unit employee to be ready to sign up during the sign-up period.
- f. A bargaining unit employee may contact another bargaining unit employee by phone to complete the sign up. The person signing the book must initial and date the entry.
- g. If there are extenuating circumstances that require special consideration, it is recommended that the bargaining unit employee contact her/his Nurse Manager and VFNHP steward to review available options.

3. After the Seniority Sign-Up Procedure

- a. The CTO request book will be reviewed by the Nurse Manager by the date outlined in section 1 of this article. Requests that are deemed granted will be marked as such in the CTO request book. No request for time off will be unreasonably denied. Requests will not be altered or removed.
- b. The book will then be placed on the unit for bargaining unit employees to sign up for additional scheduled CTO hours/days on a “first come, first serve” basis.
- c. Additional days may be requested and granted during the calendar year and until the scheduler takes these requests to create the schedule.
- d. Any bargaining unit employee who finds appropriate coverage for her/his shift may take CTO within the parameters of Article 18 Scheduling, section L. Use of such coverage will not be denied because of posted holes.

4. APRN Vacation/CTO Requests

Advanced Practice Nurses will work with the physician leaders, practice supervisors and directors, and/or other practitioners in their clinics and services to arrange coverage for their CTO requests. CTO requests will not be unreasonably denied.

5. Holiday Rotation

- a. Holidays off will be rotated as equally as possible to afford each bargaining unit employee a fair share of the holidays off.
 - b. No bargaining unit employee will be required to work more than two (2) of the Hospital holidays during the November-January time period in any given year.
6. The processes outlined above may be done electronically, where the appropriate platform exists.