

## Article 18A – Scheduling Vacations/CTO

The Manager in each cost center or department will work collaboratively with the bargaining unit employees in the cost center or department to facilitate each bargaining unit employee's ability to take time off.

The bargaining unit employee and the manager in each cost center must mutually agree upon the seniority list as written and posted. UVMHC will provide the department seniority lists to each cost center. The Manager and the unit steward will work together to ensure the accuracy of the list.

Each cost center or department will use either the Rolling Sign Up (see Section A below) or the Seniority Sign Up (see Section B below). The bargaining unit employees in each cost center or department shall determine which system to use based on a majority vote. Cost centers or departments may change the process no more than one time per year. If an election is requested by bargaining unit employees in a cost center or department, the VFNHP and UVMHC will work collaboratively to establish and conduct the voting process within 60 days of such request. Any transition to a different process will recognize time off that has already been granted.

The processes outlined in this article may be done electronically, where the appropriate platform exists.

An employee with an approved vacation will not have their vacation denied because of a change in their shift/schedule.

A cost center (or team for HIM/PRD) will have a minimum of one vacation slot per shift. When a cost center (or team for HIM/PRD) has 10 or more committed hours employees in the cost center, there will be a minimum of an additional vacation slot per shift. Additional requested slots shall not be unreasonably denied. None of these requirements shall decrease existing practice.

For HIM and PRD: No employee shall be denied the use of CTO if the department is in Overtime.

For Transport: At least one slot per shift per discipline (EMT, Paramedic)

Section A. *no change*

Section B. *no change, except add section 6e:*

e. 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 know 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.

Section C. *no change*