

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. UVMCC will provide the department seniority lists to each cost center. The Manager and the unit steward will work together to insure 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 UVMCC 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.

During the period between the beginning of either rolling or seniority sign up and the posting of a schedule pursuant to article 18(d), employees shall be permitted to receive approved time off as follows:

In Transport, at least one employee per discipline (EMT, paramedic), per day;

- In Respiratory Therapy, at least two employees per shift.
- In all other cost centers:
 - 24/7 cost centers, at least one employee per shift
 - Non-24/7 cost centers, at least one employee per day
 - Cost centers with 25 or more FTEs, at least one additional employee per day.
- None of these requirements shall decrease existing practice.

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

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

A. Rolling Sign Up

For cost centers that use rolling sign-up, a cost center CTO book/calendar will be made available for employees to sign up for time off up to one (1) year in advance.

B. Seniority Sign-Up

1. The cost center seniority sign-up period will begin September 1st and conclude on October 31st. The CTO request book will have a calendar from January 1st through December 31st that will be made available for requests for vacations/CTO. The procedure for seniority sign up is outlined in subsection 5 of this section B.
2. The Manager will review the entries and the CTO book will be available in the cost center no later than November 7th. No changes will be made to the original sign-up sheets; the original sign-up sheets must remain in the sign-up book.

3. Additional requests may be signed up for on a “first come, first served” basis after the CTO book is placed back in the cost center/department and until the schedule is taken by the scheduler to create the next schedule.
4. UVMHC holidays of Thanksgiving, December 24th, Christmas and New Years will not be included in the CTO request book. The procedure for holiday requests is outlined in section C of this article.
5. 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 cost center/department.
 - 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 Manager and VFNHP steward to review available options.
6. After the Seniority Sign-Up Procedure
 - a. The CTO request book will be reviewed by the Manager by the date outlined in subsection 2 of this section B. 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 in the cost center/department 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.
- 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 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.

C. Holiday Rotation

- 1. Holidays off will be rotated as equally as possible to afford each bargaining unit employee a fair share of the holidays off.
- 2. No bargaining unit employee will be required to work more than two (2) of the UVMMC holidays during the November-January time period in any given year.