

ARTICLE III-C – SCHEDULING TIME OFF

Scheduling of time off is best resolved by unit-based decisions, where the affected Registered nurses are involved in creative and flexible approaches to such scheduling. Each unit will develop guidelines that promote the ability of the Registered nurses on that unit to preschedule time off (vacation or PTO).

- A. The Medical Center will make good faith efforts to approve no less time off than the amount a Registered nurse accrues annually.
  
- B. Registered nurses will make good faith efforts to balance their time off requests in a manner that supports a core schedule and allows the Medical Center to maximize approval of requests. In order to facilitate these efforts, units and schedulers will use transparent processes to inform Registered nurses' selections for requesting time off.
  
- C. Requests for time off should be inclusive of the entire block of time the Registered nurse is requesting to be away from work. The Registered nurse will only need to use PTO or vacation time equivalent to their FTE.
  
- D. Round-Up Process.
  - 1. Except for unexpected illness or emergencies, time off should be scheduled in advance via established procedures.
  
  - 2. The number of persons who may be on pre-scheduled time off at one time will be defined at the unit level.
  
  - 3. The following round-up periods indicate when a Registered nurse may apply for prescheduled time off by seniority, and for what time period:

Round-Up Period	Time Off Window
September 1 – 30	Sunday after New Year's Day Jan 1 – Saturday

January 1 – 31	nine (9) days before Memorial Day
	Sunday eight (8) days before Memorial Day – Saturday after Labor Day
May 1 – 31	Sunday after Labor Day Saturday after New Year’s Day, unless NYD falls on a Saturday, in which case it will be NYD.

**Deleted:** – Sunday after Labor Day -

Requests submitted during the round-up period for the designated time off window shall be granted on the basis of seniority within the same unit and shift. In the event that Registered nurses with the same seniority submit requests for the same or overlapping periods of time off, the issue will be decided by a flip of a coin.

Written confirmation of a Registered nurse’s scheduled time off will be provided within four (4) weeks of the end of the round-up period in which they applied.

E. Requests for time off outside of Round-Up Periods.

Requests for time off outside of the established round-up periods will be granted on a first come, first serve basis, based on the date and time the request is submitted.

**Deleted:** In the event that Registered nurses from the same unit and shift submit requests under this paragraph on the same day for the same or overlapping periods of time off, the senior Registered nurse shall be given preference.

Written confirmation of the Registered nurse's time off request will be provided within three (3) weeks after submission, if such request is submitted at least three (3) weeks prior to the posting of the schedule for the period during which the time off has been requested.

F. Prime Time.

Prime Time is defined as the dates between the Sunday eight (8) days prior to Memorial Day and the Saturday immediately following Labor Day.

During Prime Time, Registered nurses will be approved, per Section D(3) above in order of seniority, for two weeks of time off, except that Registered nurses with seventeen (17) years of seniority will be approved for three (3) weeks of time off. After all Registered nurses who have requested time off have been approved for such time off, a unit's remaining capacity to approve time off will be approved in seniority order for time in excess of the original two (2) or three (3) weeks granted.

G. Holidays.

The Medical Center shall attempt to rotate summer and winter holiday work. The unit-based Registered nurses, in collaboration with unit leadership, will develop guidelines that provide for the fair and just rotation of the scheduling of shifts on holidays, while still meeting patient care needs. The parties agree to respect such unit-based guidelines, even if they are not seniority-based. The PTO/vacation scheduling process may not be used to avoid or circumvent the fair and just rotation of holiday work.

Registered nurses will work the primary holidays of New Year's Day, Thanksgiving, and Christmas on a rotational basis. Within a unit, Registered nurses are free to collaborate and trade holidays. However, no nurse will be required to work the same holiday in two consecutive years, unless it becomes necessary for patient care.

H. Changes to Approved Time Off.

Once a time off request has been approved, it can only be changed by mutual agreement between the Medical Center and the Registered nurse. This paragraph will not apply if the Registered nurse changes units after approval but before the time off period; in that case, the Medical Center may not be able to honor the Registered nurse's request. The Registered nurse is expected to discuss such a situation with the manager of the new unit. Moreover, time-off requests shall not be converted to requests for unpaid time off absent Medical Center approval.