



THE COMMITTEE FOR RECOGNITION OF  
NURSING ACHIEVEMENT

## CRONA Holiday Bundling Vote Request Form (SHC)

Dear \_\_\_\_\_,  
(name of unit manager)

I request that a unit vote be held to “bundle” the winter holidays with the holiday eves for scheduling purposes. This is in accordance with Section 20.1.1 of the CRONA-SHC contract. No more than once every calendar year before September 1<sup>st</sup>, each unit that is open on the winter holidays has the option to vote on whether to “bundle” the winter holidays (Christmas and New Year’s) with the holiday eves for scheduling purposes for that year. Such a vote may be requested by any Nurse on the unit by making a written request to the unit manager. This form provided by CRONA should be used for making this request.

Such a vote shall be held within two (2) weeks of the request being made. The unit manager shall conduct the vote among the Nurses assigned to the unit. If two-thirds (2/3) of the Nurses assigned to the unit vote to approve the “bundling”, then for that year the Employer shall grant off each Nurse assigned to the unit either (a) the Holiday Shifts on Christmas and Christmas Eve, or (b), the Holiday Shifts on New Year’s and New Year’s Eve, unless the Nurse requests to work both holidays. A Nurse granted off the Holiday Shifts on Christmas and Christmas Eve pursuant to this provision shall be available to be assigned to work on New Year’s Eve and New Year’s Day, and vice versa.

Thank you for your prompt attention to this matter.

Signed,

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CRONA-RECOMMENDED VOTING PROCESS:

1. Upon receipt of request for a vote, unit manager responds to requesting Nurse in writing to acknowledge receipt of request and provide date of vote.
2. Manager sends email to all staff with announcement of date of vote, purpose of vote, rules of vote, and procedure to vote. Manager directs announcement of vote during staff meetings and huddles.
3. **Eligibility to vote:** All Regular CRONA Nurses assigned to the unit, are eligible to vote. Nurses on a leave of absence are eligible to vote, as long as the Nurse is assigned to the unit on the date the vote is held. Relief Nurses are not part of the voting process as they may not be required to work both evening and day of a holiday.
4. **Timing of vote:** Vote should be held on a regular business day, with start of voting at midnight and ending at a specified time in the afternoon that will allow the manager time to tally votes before the end of manager’s regular work hours.
5. **How to submit votes:** Voting may be via email, or in person and via email. If in-person voting is utilized, there should be a method to track Nurses voting by paper ballot, in order to prevent duplicate votes. If a paper ballot is used, the ballot box should be kept in a secure location and tamper resistant. Each Nurse may only vote on behalf of her or himself. Duplicate voting is not permitted; if a Nurse votes both in person and via email, the email vote will be discarded.
6. **Recommendation for Nurses submitting email votes:** Clearly state if you are voting “yes” to accept bundling, or “no” to reject bundling. Use a clear subject line for the email, such as “My Vote on Holiday Bundling”. Send the email with a “Read Receipt” and/or “delivery receipt” to ensure email was received.
7. **Counting and reporting of vote:** Manager will tally vote results, and provide all Nurses with the following: number of votes cast, total number of yes votes, and if the vote passed. In order to pass, at least two-thirds (2/3) of all nurses assigned to the unit must vote “yes”. Not voting is counted as if the Nurse voted “no”. Manager will not share how individual Nurses voted.
8. **Retention of records:** Manager to retain ballots and/or email votes for a minimum of 30 days in case of dispute. Hospital or CRONA may request audit of votes in case of a dispute; such an audit should be conducted jointly between CRONA and the Hospital.