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I. PURPOSE:

The purpose of this document is to provide guidelines for staff, managers, and the Staffing Office that facilitates staffing levels in order to provide optimal patient care. Management reserves the right to determine appropriate staffing levels, shift and duty assignments. When a provision in this document differs from a union contract (CRONA or SEIU), the contract shall take precedence.

POLICY:


It is the policy of SHC to provide a process for Pre-Approved Vacation/Education Policy for Nursing.

DEFINITIONS:

- A. Adjusted Hire Date (AHD)

II. PROCEDURE:

- A. The Patient Care Manager for each unit will establish the number and staff mix of pre-approved vacations and pre-approved education days to be granted per schedule, based on unit needs. Every attempt will be made not to split weekends during the pre-approved vacation weeks(s).
- B. Unless a specific unit variation is in place, the following applies:
 - 1. The pre-approved vacation and pre-approved education schedule period is January 02 through December 20.
 - 2. The week during which Thanksgiving falls will also be exempt from pre-approved vacations and pre-approved education days
- C. Pre-approved vacations will be limited to a total of two (2) weeks during the summer months, June 01 through Labor Day (Monday holiday within the first 8 days of September). Staff are encouraged to schedule vacations and pre-approved education days in off peak vacation time.
- D. Pre-approved vacations will be granted according to seniority and unit equity.
- E. Pre-approved education days will be granted according to seniority.
- F. The number of weeks that can be used for pre-approved vacation is determined by the staff member's length of employment as of the first day of the month following the staff's Adjusted Hire Date (AHD).
- G. Maximum number of weeks of pre-approved vacation per calendar year and pre-scheduled education days per fiscal year:


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0-3 years employment	Maximum of 2 weeks pre-approved vacation and up to 40 hours of pre-approved education time allowed
4-9 years employment	Maximum of 3 weeks pre-approved vacation and up to 40 hours of pre-approved education time allowed
10+ years employment	Maximum of 4 weeks pre-approved vacation and up to 40 hours of pre-approved education time allowed.

H. A vacation week is defined as seven consecutive days off (Monday-Sunday) using a combination of PTO and days off. As an exception for night shift nurses, whose designated weekend is Friday/Saturday, vacation starts Sunday and ends on Saturday. Requests for seven consecutive days that crosses over a two-week period will require two weeks of pre-approved vacation allowance. The number of PTO hours to be used per week is dependent upon the staff member’s commitment.

Number of PTO days per week:			
8 hour shifts		12 hour shifts	
Commitment	PTO days/week	Commitment	PTO days/week
1.0	5	0.9	3
0.9	4 – 5	.75	2 - 3
0.8	4	.6	2
0.7	3 – 4		
0.6	3		
0.5	2 - 3		

- I. Pre-approved vacations are granted with the assumption that the staff member will have accumulated sufficient PTO to take the requested time off. If the staff member does not have enough PTO to cover all the approved time off at the end of the pay period prior to the start of the vacation, the uncovered vacation days will be forfeited in 8, 10, or 12 hour increments.
- J. If any part of a pre-approved vacation allotment is not used during the year, that allotment CANNOT be carried over to the next year.


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- K. This policy does not preclude staff from requesting additional vacation and/or education days during the year. However, it may not be pre-approved.
- L. Education hours may be carried over in accordance with the contract between SHC and CRONA.
- M. At the time the monthly schedule is being created, requests for time off will be granted as follows:
 - 1. Pre-approved vacations
 - 2. Pre-approved Education days
 - 3. Skill mix need/specialty roles
 - 4. Seniority
 - 5. Requested regular, PTO, or Education days off

III. PROCEDURES

Requests for summer vacations, June 01 through Labor Day, are limited to a maximum of two (2) weeks per staff member during the initial request and approval process. If there are pre-approved vacation weeks available after the initial phase of requests have been granted, staff may then request additional weeks during the summer vacation period. Staff requests for additional summer vacation weeks will still be subject to the maximum number of pre-approved vacation weeks per year for each individual.

- 1. Pre-approved vacation and Pre-Approved Education Days Request Process as follows:
 - a. Requests for pre-approved vacations and pre-approved education days may be submitted and granted for up to one (1) year in advance. For example, you may submit a request in February of the current year to have a pre-approved vacation granted in March of the current year for time off in March of the following year.
 - b. Pre-approved vacations and request for pre-approved education days will be granted during the first two weeks of every month, based on the request submitted the previous month. Requests may be submitted for any time up to a year in advance. Requests for pre-approved vacations will be granted based on seniority, unit equity, and number of pre-approved vacation weeks allowed. Requests for pre-approved education days will be granted based on seniority and number of hours allowed.

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- c. Individual exceptions to this policy may be granted by the Patient Care Manager in consultation with the Director of Clinical Operations.
- 2. Pre-Approved Vacation Request Process-SEIU Regular Employees
 - a. Requests for pre-approved vacations may be submitted and granted for available pre-approved vacation weeks for up to one (1) year in advance. For example, you may submit a request in February of the current year to have a pre-approved vacation granted in March of the current year for time off in March of the following year.
 - b. PTO, as with all other unpaid time off such as a leave of absence, must be requested in writing in advance of the time off desire, and approved in writing by the manager, except for an emergency or illness. The Manager will provide a response to an employee’s request for PTO as soon as practical, but no later than fourteen (14) calendar days after receiving the request. Approval will be based upon the Manager’s determination of staffing needs.

IV. COMPLIANCE:


- A. All workforce members including employees, contracted staff, students, volunteers, credentialed medical staff, and individuals representing or engaging in the practice at SHC are responsible for ensuring that individuals comply with this policy;
- B. Violations of this policy will be reported to the Department Manager and any other appropriate Department as determined by the Department Manager or in accordance with hospital policy. Violations will be investigated to determine the nature, extent, and potential risk to the hospital. Workforce members who violate this policy will be subject to the appropriate disciplinary action up to and including termination.

V. RELATED DOCUMENTS / PROCEDURES:

- A. N/A

VI. APPENDICES:

- a. N/A


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VII. DOCUMENT INFORMATION:

- A. Legal References / Regulatory Requirements:
 - 1. Enter document information. One item per bullet.
- B. Author/Original Date:
 - 1. Julie Tisnado, Director, Clinical Operations
- C. Gatekeeper of Original Document:
 - 1. Julie Tisnado, Director, Clinical Operations
- D. Distribution and Training Requirements:
 - 1. New documents or any revised documents will be distributed to Department Manual holders. The department/unit/clinic manager will be responsible for communicating this information to the applicable workforce members.
- E. Review and Renewal Requirements:
 - 1. This policy will be reviewed and/or revised every three years or as required by change of law or practice.
- F. Review and Revision History:
 - 1. Julie Tisnado, Director, Clinical Operations
 - 2. Mary Gaines, Director, Labor and Employee Relations,
- G. Approvals:
 - Previous: 10/14, 03/16, 06/16, 12/17
 - Current:
 - Month/Year Julie Tisnado, Director, Clinical Operations
 - Month/Year Dale Beatty, VP of Patient Care Services, Chief Nursing Officer
 - Wendy Foad, Interim Chief Nursing Officer, 10/2014, 3/16, 6/16, 12/17
 - Julie Tisnado, Director of Clinical Operations, 10/2014, 3/16, 6/16, 12/17
 - Mary Gaines, Director, Labor and Employee Relations, 6/16, 12/17

Original Date: 10/2014
 Reviewed Date:
 Revised Date: 3/16, 6/16, 12/17

"This document is intended for use by staff of Stanford Health Care.

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