

 Lucile Packard Children's Hospital Stanford	Valid Through:	October 2022
	Last Revision Date:	April 2021
Departments Affected: All Departments	Page 1 of 3	
Personnel: All Staff		
Name of Policy: Staffing: Pre-Approved Vacation and Pre-Approved Education Days		

I. POLICY STATEMENT

The purpose of this policy is to provide staff the opportunity to plan and obtain prior approval for vacations and education days, up to one year in advance.

II. PROCESS

- 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 preapproved vacation week(s).
- B. Unless a specific unit variation is in place, the following applies:
 - 1. The pre-approved vacation and pre-approved education days 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-scheduled 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), during the initial bidding process. Staff are encouraged to schedule vacations and education days in off peak vacation time.
- D. Pre-approved vacations and education days will be granted according to seniority.
- E. The number of weeks that can be used for pre-approved vacation is determined by the staff member's length of employment as of December 31 of the year prior to the vacation requested.
- F. Maximum number of weeks of pre-approved vacation per calendar year and pre-scheduled education days per fiscal year:

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

- G. A vacation week is defined as seven consecutive days off using a combination of PTO and days off. Requests for less than seven days will be considered a week for the purposes of pre-approved vacation allowance. The maximum number of PTO hours to be used per week is dependent upon the staff member's commitment.

Maximum 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	0.75	2 -3
0.8	4	0.6	2

0.7	3 – 4		
0.6	3		
0.5	2 – 3		

- H. Set schedules exception: the maximum number of PTO days per week must be taken based on your set schedule.
- 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 4, 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.
- K. Education hours may be carried over in accordance with the contract between Lucile Packard Children’s Hospital Stanford (LPCHS) and CRONA.
- L. This policy does not preclude staff from requesting additional vacation time and/or education days during the year. However, it may not be pre-approved.
- M. Requests for days off and non-pre-approved education hours will be granted in accordance with the [Staffing: Nurse Scheduling Policy](#) and [Ambulatory Care Manual: Clinic Staff Scheduling Policy](#).
- N. 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 Request Process
 - a. Requests for pre-approved vacations and pre-approved education days may be submitted up to 13 months in advance for approval 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 pre-approved education days will be granted during the first two weeks of every month, based on the requests submitted the previous month for all requests including those within one year. Requests will be approved based on seniority and number of pre-approved vacation weeks and pre-scheduled education hours allowed.
 - 2. Cancellation of Vacation

Request to cancel a vacation must occur 30 days prior to the self-scheduling close date of when the vacation will occur.

Schedule BEGIN Date	Schedule End Date	Self Schedule Closes
January 26, 2020	February 22, 2020	December 28, 2019

Example (reference picture above): You have pre-approved vacation, during Jan 26th-Feb 22nd. Request to cancel this vacation must be sent 30 days prior to the self-schedule close date of December 28th.

- a. When an employee cancels prior to the above period, an email will be sent to all staff of the unit detailing the new open week(s) of vacation.

Staff will be given 7 days to respond before the vacation is granted to another staff member. Vacation will be granted per normal hospital policy. If requested, the allotted time will not count towards the employees pre-approved vacation weeks for the calendar year. Pre-approved vacation cannot be transferred to other staff requesting the time off.

- b. Pre-approved vacation cannot be cancelled less than 30 days prior to self-schedule close date without approval of management, regardless if there is another employee requesting that time off.
 - 1) If approved, the time off will not count towards the employees pre-approved vacation weeks for the calendar year.
 - 2) Once the vacation is cancelled, the employee will be added back to the schedule as their regular shifts.
- O. Individual exceptions to this policy may be granted by the Patient Care Manager in consultation with the Patient Care Director.

III. RELATED DOCUMENTS

CRONA Contract

IV. DOCUMENT INFORMATION

A. References

Reference	Level of Evidence	Review Date
None specified.		

B. Author/Original Date
M. Church, 1994

C. Distribution and Training Requirements
This policy resides in the Patient Care Manual of Lucile Packard Children’s Hospital Stanford.

D. Review and Renewal Requirements
This policy will be reviewed and/or revised every three years or as required by change of law or practice.

E. Review and Revision History
1/97, 4/98, 10/98, 2/01, 11/03, 5/04, 11/08, 10/15
Nurse Practice Committee, 1/12, 2/17

F. Approvals
Policy Review Committee: 3/12, 11/15
Operations Leadership Council: 3/21

This document is intended for use by staff of Lucile Packard Children’s Hospital Stanford.
No representations or warranties are made for outside use.
Not for outside reproduction or publication without permission.