

Departments Affected: All Departments

Personnel: Patient Care 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 staff mix and number of pre-approved vacations and pre-approved education days that may be granted per schedule based on unit needs. Managers will use their best efforts to not 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 2 through December 20 of the calendar year.
 - a. Pre-approved vacation and pre-approved education days will not be allowed during the period between December 21 and January 1
 - 2. The week during which Thanksgiving falls is also exempt from pre-approved vacations and pre-scheduled education days.
- C. During the initial bidding process, pre-approved vacations will be limited to a total of two (2) weeks during the summer months, i.e., June 1 through Labor Day (Monday holiday within the first 8 days of September),. Staff are encouraged to schedule vacations and education days during off-peak vacation times.
- D. Pre-approved vacations and education days will be granted according to seniority.
- E. The number of vacation weeks that can be pre-approved is determined by the staff member's length of employment as of December 31 of the year prior to the vacation requested.
- F. The maximum number of weeks of pre-approved vacation per calendar year, and the maximum number of pre-scheduled education days per fiscal year, are as follows:

Length of Employment	<u>Maximum Pre-Approved Weeks/Hours Available</u>	<u>Maximum Pre-Approved Weeks/Hours effective 1/1/2024 (CRONA Only)</u>
0 to 3 years	2 weeks of vacation and up to 40 hours of education time	3 weeks of vacation and up to 40 hours of education time
4 to 9 years	3 weeks of vacation and up to 40 hours of education time	4 weeks of vacation and up to 40 hours of education time
10+ years	4 weeks of vacation and up to 40 hours of education time	5 weeks of vacation and up to 40 hours of education time

- G. A vacation week is defined as seven consecutive days off using a combination of paid time off (PTO) and days off. Requests for less than seven days will be considered a week for the purposes of pre-approved vacation allowance. Staff should work with their leader in requesting isolated PTO day(s). The

maximum number of PTO hours to be used per week is dependent upon the staff member's FTE commitment. Staff are not allowed to request PTO above their FTE.

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 to 5	0.75	2 to 3
0.8	4	0.6	2
0.7	3 to 4		
0.6	3		
0.5	2 to 3		

H. Set Schedule Limit: The maximum number of PTO days per week must be taken based on the staff member's 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 applies to pre-approved vacation and education time. It does not preclude staff from requesting additional vacation and/or education time during the year. However, it may not be pre-approved.

M. Requests for days off and for 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 1 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 are granted, staff may request additional weeks during the summer vacation period. Staff requests for additional summer vacation weeks remain subject to the maximum number of pre-approved vacation weeks per year for each individual.

1. Request Process

- a. Requests for pre-approved vacations and education days may be submitted up to 13 months in advance, to obtain approval up to one (1) year in advance of the planned time off. For example, a staff member 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 the next 12 months. Requests will be approved based on seniority and number of pre-approved vacation weeks and pre-scheduled education hours allowed.

2. Cancellation of Request

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

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

Schedule Begin Date	Schedule End Date	Self-Schedule Closes
January 26, 2022	February 2022	December 28, 2021

- 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.
- b. Pre-approved vacation cannot be transferred to other staff requesting the time off.
- c. 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.
 - i. If approved, the time off will not count towards the employees pre-approved vacation weeks for the calendar year.
 - ii. Once the vacation is cancelled, the employee will be added back to the schedule for 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 Stanford Medicine Children’s Health.

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,
 Christopher Ojerio, 7/22
 Nurse Practice Committee, 1/12, 2/17

F. Approvals
 Policy Review Committee: 3/12, 11/15, 8/22

Nurse Executive Council: 9/2022

Operations Leadership Council: 3/21, 2/23

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