

Procedure Title: Staffing Absent Day

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Departments Affected: Interventional Platform**I. PURPOSE:**

The purpose of this policy is to provide consistent criteria for canceling staff when staffing resources exceed need. This procedure pertains to all Interventional Platform staff.

II. DEFINITIONS:

- A. Absent time ("A" day): Time off due to an excess of staffing resources. Absent time can be voluntary or mandatory.
- B. CRONA: Committee for Recognition of Nursing Achievement, an independent Union at Stanford Health Care (SHC)
- C. SEIU: Service Employees International Union labor union

III. PROCEDURE:


- A. The Manager, or their designee, will determine who can receive an Absent day ("A" day) based on patient acuity, skill need, specialty roles, and number of staff required. If there is an excess of staff in a particular category, Absent Time will be given. The Manager,, or their designee, will determine how many "A" days to grant before the shift starts.
- B. Staff will not be required to float to provide voluntary "A" days on another unit. However, staff who are oriented to and meet the required competency skills of another unit and want to work may request to float to that unit so that staff there can be granted an "A" Day" in compliance with all other floating guidelines.
- C. **Process for Requesting Voluntary Absent Time:** Voluntary Absent Time will be granted based on equity and, where applicable, seniority. Scheduled Paid Time Off (PTO) will not be considered.
 - 1. Staff may request an "A" day based on the established practice on their unit.
 - a. All requests must be submitted by 1500 the day prior
 - 2. The Manager, or their designee, will consider skill mix, acuity, need for specialty roles, and operational needs before granting an A-day.
 - 3. The manager, or their designee, will then grant the A-day for that shift/day
 - 4. Each department/unit will keep a log to indicate which staff has received an A-day with the date. The log will start over at the beginning of each new posted schedule
 - 5. Once staff has received an "A" day, they will not be eligible for additional "A" days if they are scheduled with another staff who has not had the opportunity for an "A" day and is requesting one. The purpose of this is to ensure that all staff have an opportunity to receive an A-day if they so desire during the current schedule. If no one on the shift is requesting an "A" day, then this individual could be granted the day off.
 - 6. Relief staff will be eligible for Voluntary Absent Time using the same procedures that apply to regular staff.

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7. The employee will have the option to choose Flex Absent Time Off (ATO) (RNs only), Flex PTO, or Flex No Pay when accepting the “A” day.
 8. If a department/unit’s need changes before the start of the shift, the Resource Nurse can call the staff member back within 1 hour of the “A” day being granted without incurring Short Notice Call (SNC). If the staff member does not pick up the call from the Resource Nurse, it will be marked as “no call, no show” in the current timekeeping and scheduling software program (Refer to CRONA contract).
- D. Process for Mandatory Absent Time: Mandatory Absent time must be given when staffing resources exceed the need and no work is available in the area or region and no one volunteers.
1. CRONA and non-represented employees must be given Mandatory Absent Time in the following order:
 - a. Relief staff working over commitment
 - b. Regular staff working over commitment
 - c. Traveler or Agency Staff
 - d. Relief Staff (with the fewest number of cancelled hours during the posted schedule). If that is equal, the least senior would be cancelled
 - e. Regular staff based on inverse seniority and by hours of cancellation per the posted schedule
 - f. Regular staff on Closed Units will be offered the opportunity to float before being given Mandatory Absent Time
 2. CRONA nurses and non-represented staff must be notified of a Mandatory “A-“Day at least 60 minutes prior to the start of their shift. CRONA nurses called back to work after one hour of receiving a Mandatory Absent Day will be paid time and a half for those hours worked. SEIU staff will receive straight time pay
 3. The last staff member (Relief or Regular) who has received a mandatory “A” day should be given the first option of returning to work if the unit’s need changes.
- E. Process for cancellation of SEIU -represented staffs: Staff will be cancelled when staffing resources exceed the need and no work is available in the area or region and no one volunteers
1. SEIU-represented staff must be cancelled in the following manner:
 - a. Employees for whom overtime premium would be paid
 - b. Employees working extra hours beyond their regular schedule
 - c. Registry/temporary agency personnel
 - d. Volunteers provided their schedule reflects the number of hours to be cancelled, and the remaining employees possess the qualifications, skills, abilities, and competencies needed on the work unit or shift
- F. Mandatory Absent time/cancellation of SEIU-represented staff will be in accordance with

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the unit needs

1. If more than one individual is cancelled in a day, best efforts will be made to cancel each for his/her entire shift, i.e., 8, 10, or 12 hours
2. To grant full shifts off, priority for time off is given to the individual who has already received a partial shift of Mandatory A time or has been cancelled
3. For the purpose of assigning mandatory absent time the manager will use inverse seniority and will return to the bottom of the seniority list at the beginning of each posted schedule

IV. COMPLIANCE:


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

V. RELATED DOCUMENTS/PROCEDURES:

- A. [Paid Time Off \(PTO\) and Other Time Off](#)

VI. DOCUMENT INFORMATION:

- A. Legal References/Regulatory Requirements:
 1. SHC/CRONA Collective Bargaining Agreement, SEIU Collective Bargaining Agreement
- B. Original Document
 1. 07/2020 Jacque Kixmiller, Administrative Director, Cath Angio/CVOR; Wendy Prigge, Executive Director, Perioperative Services
 2. Stored in: Org-wide Document Management System
- C. Review and Renewal Requirements:
 1. This policy/procedure will be reviewed and/or revised every three years or as required by change of law or practice.
- D. Review and Revision History:
 1. 03/2021 Mark Roesner, Director Clinical Services, Operating Rooms; Dominique Watt, Director Clinical Services, Perianesthesia Services; Lisa Cianfichi, Director, Advanced Practice Interventional Platform, Interventional Radiology; Suzanne Harris, Director, Employee & Labor Relations

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E. Approvals:

1. 03/2021, Wendy Prigge, Executive Director, Perioperative Services; Jacque Kixmiller, Administrative Director, Interventional Services; Chelsey Thomas, Director, Sterile Processing; Julie Tisnado, Associate Chief Nursing Officer
2. 07/2021 Policy & Procedure Steering Committee, Dale Beatty (SVP-CHIEF NURSE EXECUTIVE), Julie Tisnado (ASSOC CHIEF NURSING OFFICER)

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