



# Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 291  
VERSION: 1

## **SUBJECT: VACATION SCHEDULING**

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**PURPOSE:** To define the Nursing Department procedure for vacation scheduling.

**POLICY:** County employees are entitled to an annual vacation of ten working days (80 hours) after one year of service. After completing five years of service, they are entitled to fifteen working days vacation (120 hours). After ten years of service an additional working day (8 hours) is added to the vacation each year, up to a maximum annual vacation of twenty working days (160 hours) after fourteen years of service.

Vacations are assigned according to:

- a. The needs of the unit to ensure adequate staffing.
- b. Seniority, which is defined as the total amount of continuous service within a classification in the department, unit and shift.

### **POLICY GUIDELINES:**

1. The employee's maximum current and deferred vacation accrual shall not exceed 40 days at any time.
2. Vacations are scheduled by the calendar year, from January through December.
3. Vacation scheduling addresses VACATION TIME ONLY.
4. Vacations may be split if requested by employee. If split, employee may have choice of **one part** according to seniority and the remaining portion according to the needs of the service.
5. Once a vacation choice is made, no employee may change his/her vacation if such change will conflict with the choice of any other employee unless the affected employee and Management agree to such a change.
6. When an employee selects vacation time, which encompasses one of the major holidays (Thanksgiving, Christmas, or New Year), that holiday will be considered the employee's first choice of holiday.
7. Vacation request forms are made available November 1<sup>st</sup> and are expected to be completed by employee and returned to the Administrative Nursing Office by November 30<sup>th</sup>. Approved requests will be returned to the employee in a timely

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manner but no later than December 15<sup>th</sup>. All requests that are submitted after the November 30<sup>th</sup> deadline will be considered late.

8. Vacation schedules will be posted on each unit by January 15<sup>th</sup>.
9. If an employee requests a change in shift or assignment, his/her vacation may be changed.
10. The employee who cannot decide when to select vacation dates may forfeit his/her seniority rights related to a personal preference of available dates if the vacation request is not submitted by the established deadline.
11. Vacation time may be deferred, with the approval of the Nursing Director, for more than one year provided the employee's maximum current and deferred vacation accrual does not exceed 40 days at any time.
12. To use a single vacation day, 72 hours prior notice must be given.

**REFERENCES:**

Memorandum of Understanding (MOU) Article 48, Vacation Scheduling, October 1, 2015 through September 30, 2018.

Approved By: Susan Knapp (CHIEF NURSING OFFICER I)	
Date: 10/15/2013	Original Date: 12/01/1989
Reviewed: 05/24/2016	Next Review Date: 05/24/2017
Supersedes:	