



# TAKE CHARGE

## 2013

Representing UNAC/UHCP  
Members at Kaiser

Bakersfield | Downey  
Baldwin Park | Fontana

Ontario Vineyard  
Optometrists | Riverside

Orange County  
Panorama City | San Diego

South Bay | Woodland Hills  
Sunset | West Los Angeles

# KNOW YOUR UNION CONTRACT



## KNOW YOUR TORT

The Kaiser Time Off  
Tracking System

### WHY?

It was bargained. National Agreement Section 4 Exhibit 1.F Tracking Time Off Requests. Management and labor will jointly develop a system for requesting and approving or denying time off that is prompt, fair and transparent. It allows each employee access to their own time-off request and status tracking from home or at the worksite.



### HOW?

Start with the Inside Kp web site. Go to your Inside KP SoCal homepage or the link: [kpnet.kp.org/scal/portal/index.html](http://kpnet.kp.org/scal/portal/index.html). If you are at home, it is easy. Google KP HR and navigate to the My HR tab. Next navigate to KP and me and tab to My HR. You will need to create a single sign on account. You will see your Life Balance and available accrued vacation hour totals.

### TIPS FOR TORT TO BENEFIT YOU:



- Put a reminder in your calendar or phone. Your manager owes you a response within 10 calendar days from the original request date. Contract language: Letter of Understanding #27.
- Education needs to be tracked manually. Please keep track of your education hours. You may accumulate unused Education leave from year to year to a maximum of six (6) days. Contract language: Article XXIII, paragraph 2317.
- Life balance requests for a single Personal Day off shall be granted upon receipt of at least two weeks' notice with a few exceptions such as days before or after a holiday. National Agreement Section 1, #3 Flexible Personal Days.
- You can use a personal email account so you get notice when not at work. This requires that your Kaiser profile is up to date with the correct information.
- Members whom are on the Alternate Compensation Plan (ACP) or are Per Diem can submit a time off request in the "OTHER" types of time requested field and select the "UNPAID TIME" subtype.



Tort can generate the data to provide reports to your union leadership to assess the practices of your manager in your department. It is the tool that can tell the story of how often your manager provides time off and how quickly you get your response back. This data can be used to make improvements as needed. Using Tort means you hold management accountable.

UNAC/UHCP Represents 22,000 Nurses and Health Care Professionals in Southern California  
For more information visit our website – [unacuhcp.org](http://unacuhcp.org), or call 909.599.8622

**UNITED NURSES ASSOCIATIONS OF CALIFORNIA/  
UNION OF HEALTH CARE PROFESSIONALS**