



United Nurses Associations of California
Union of Health Care Professionals

Vacation requests must be submitted prior to March 1st of each year

- ❖ *The first two vacation choices each RN gets by seniority. If the choices have already been taken by a more senior RN, the manager must call you and give you an opportunity to choose another vacation slot that is open.*
- ❖ *You must leave a phone number where you can be contacted at for the day vacations are awarded. If the RN does not answer the phone then he/she has a 5 minute window of time to call back.*
- ❖ *1 week of PTO can be added to a vacation choice if the RN has had 2 years of employment with Kaiser. All PTO's are awarded after all first and second vacation choices have been awarded.*
- ❖ *Vacation requests must be submitted prior to March 1st of each year in order to be awarded by seniority.*

1638 Vacation Accrual Schedule

1639 Each Full-Time Health Care Professional shall accrue vacation hours on a monthly basis in accordance with the following schedule:



1640 Part-Time Health Care Professionals will accrue vacation hours in accordance with the above schedule prorated on the basis of an average of straight time hours paid during the preceding two (2) pay periods.

Length of service	Hours per month	Days per month	Calendar weeks per year
0-4 Years	6.66	0.83	2
5-8 Years	10.00	1.25	3
9-10 Years	13.33	1.66	4
11 Years or More	16.66	2.08	5

1648 Leave of Absence in Conjunction with Vacation

1649 Health Care Professionals with more than two (2) years of service may submit a request for a leave of absence of one (1) week without pay to be taken in conjunction with scheduled vacation. Such leave of absence will be granted only if a vacation slot is still available after all requests have been determined and if the efficiency of the operation is not adversely affected or impaired. Only one (1) such leave of absence shall be granted a Health Care Professional in the vacation year.

1650 Requests for leave of absence,

With out pay, in excess of one (1) week

in conjunction with vacation will be considered

on an individual basis.

KAISER PERMANENTE *1st Choice* 3160569 Southern California REQUEST FOR TIME OFF

Please Print or Write in Blue or Black Ink

EMPLOYEE INFORMATION: Name: Mary Jones, ID: 123123, Department: RN, Family Med, Job Code: UNAC/UTCP, Shift: 7A-7P, Hire Date: 2-16-12

THIS REQUEST IS SUBMITTED IN ACCORDANCE WITH, AND SUBJECT TO, THE PROVISIONS OF THE EMPLOYEES' RESPECTIVE COLLECTIVE BARGAINING AGREEMENTS, WHEN APPLICABLE, AND DEPARTMENT POLICY AS WELL AS STAFFING NEEDS.

SECTION I - TYPE OF REQUEST FOR TIME OFF

LIFE BALANCE DAY
Day/Date Requested: _____
Check one only:
 A. Approved
 B. Denied - independent consecutive days off
 C. Denied - calendar holiday
 D. Denied - staffing needs
 E. Denied - less than 14 days notice
 F. Denied - too few hours in bank

VACATION / ETO (Date(s) Requested)
 Approved
 Denied
1st Choice: March 4-10, 2013
2nd Choice: March 11-17, 2013
3rd Choice: March 25-31, 2013

SICK LEAVE FOR MEDICAL APPOINTMENTS
 Approved
 Denied
Day/Date Requested: _____
Time Requested: _____

BEREAVEMENT LEAVE
 Approved
 Denied
Date(s) Requested: _____
Relationship to Deceased Relative: _____
If Location 300 Miles or More From Your Home?
If Yes, City (Location): _____
State/Country: _____

PERSONAL TIME OFF
 Approved
 Denied
Day(s)/Date(s) Requested: _____

EDUCATIONAL LEAVE
 Approved
 Denied
Hour(s)/Day(s) of Week: _____
Date: _____

RELIGIOUS HOLIDAY (Unpaid)
 Approved
 Denied
Hour(s)/Day(s) of Week: _____
Date: _____

OTHER REQUEST(S)
 Approved
 Denied
Type of Request: _____

REQUEST TO CANCEL PREVIOUSLY APPROVED TIME OFF
 Approved
 Denied
Day(s) and Date(s) to be Cancelled: _____

REQUEST FOR SCHEDULE EXCHANGE
 Approved
 Denied
Scheduled (Date(s)): _____
Trade for (Date(s)): _____
Shift Scheduled Hour(s): _____
Signature of Person Exchanging Times with You: _____

COMMENTS: Please add 1 week of PTO to the front or back of any of the above vacation choices

SECTION III - EMPLOYEE AND MANAGER/SUPERVISOR SIGNATURES
EMPLOYEE SIGNATURE: Mary Jones, DATE: 2/16/12
MANAGER/SUPERVISOR SIGNATURE: _____, NAME: _____, TITLE: _____, DATE: _____

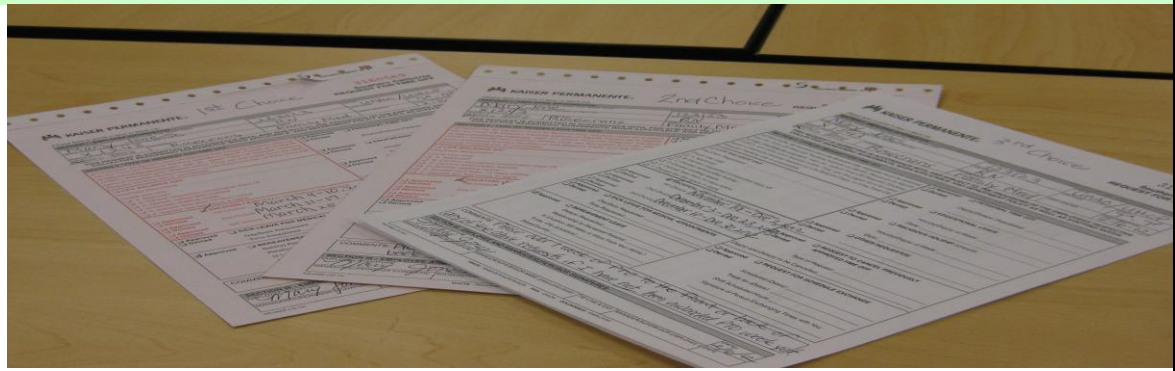
1653 Preferred Vacation Periods

1654 It is recognized that the summer months are most desirable for vacation periods, particularly for Health Care Professionals with school age family members. Therefore, consistent with patient care requirements and operating efficiency, the Employer shall make every effort annually to release as many Health Care Professionals as feasible for vacation in the period from April 1st through September 30th



1655 Scheduling Vacation

1656 Vacation requests for increments of one (1) week or more must be submitted in writing to the Health Care Professional's immediate supervisor prior to March 1st of each year. For purposes of vacation scheduling, a "week" is defined as a consecutive seven (7) day period commencing at 12:01 a.m. Monday and concluding at 11:59 p.m. Sunday. The Twelve (12)hour night shift vacation "week" is defined as a consecutive seven (7) day period commencing at 7:00 p.m. Sunday and concluding at 6:59 p.m. Sunday. The approved vacation schedule shall be posted by March 31st of each year and shall apply from April 1st through March 31st. Should a conflict arise in vacation requests received, the supervisor and/or department head shall use Health Care Professional affiliate facility seniority as a basis for granting vacation requests only if such requests were submitted in a timely manner. For those Health Care Professionals choosing to divide their vacation period into three (3) or more increments, affiliate facility seniority will apply only on the first (1st) and second (2nd) choice of vacation increment for each anniversary year. Nothing in this Paragraph shall preclude the Employer from posting the schedule earlier if possible. Health Care Professionals who submit more than two (2) vacation election choices during the annual vacation election process, will have their additional vacation request(s) granted provided the slot is open after awarding vacations in accordance with Paragraph 1651. During the annual vacation election process, if an employee submits a vacation request for a slot that has already been taken by a more senior employee, the employee will go on a "Vacation Cancellation List". If a more senior employee cancels their vacation (cancellations must be done in weekly increments), the vacation slot will be awarded to the next Health Care Professional on the "Vacation Cancellation List" who requested that specific vacation slot. In the event that there are no employees on the "Vacation Cancellation List", the vacation slot will be awarded on a "first come – first served" basis. Any vacation slots not awarded during the annual vacation election process will remain open and will be awarded on a "first come – first served" basis.



The first choice should contain a 1st choice, 2nd choice and 3rd choice of the first choice.

The second choice should contain a 1st choice, 2nd choice and 3rd choice of the second choice.

The third choice should contain a 1st choice, 2nd choice and 3rd choice of the third choice.

1660 In scheduling vacation the Employer's intent is to distribute vacation time equitably while maintaining appropriate staffing patterns of UNAC/UHCP bargaining unit members. The Health Care Professionals shall not compete with employees outside of the UNAC/UHCP bargaining unit for vacation time. A Health Care Professional's request for vacation shall not be denied because of the season, time of year or vacation time provided to MD, LVN, Medical Assistant or any other non-UNAC/UHCP employee. The Health Care Professional's vacation requests shall be granted based solely on the staffing/coverage provided by other UNAC/UHCP members that perform like duties in the same units and shifts.

1661 The setting of vacation modules and vacation slots, for the Hospital and each of the SCPMG departments will be delegated to the local joint labor/management committee responsible for staffing and scheduling issues. This committee will divide the departments into modules that permit accomplishment of this intent while providing Health Care Professionals the opportunity to communicate with their co workers of their desire to trade vacation times. These modules will be constructed of like units and like shifts when possible. The local joint labor/management committee will commence the process of designating vacation modules and slots prior to August 31st and will conclude the process by December 1st of each year.

For 2006, the annual vacation process will commence following ratification of the CBA.

The base number of vacation weeks needed for each vacation module will be determined utilizing the annual vacation accrual for each Health Care Professional in the module. An additional week, per eligible Health Care Professional as described in paragraph 1648, will be added to the base number of vacation slots to establish the total number of vacation slots needed. For example, if the core number of vacation slots needed, based on annual accrual is ten (10) weeks and there are five (5) employees in the vacation module, the total number of vacation slots to be made available is fifteen (15). This formula does not preclude a Department from allotting one (1) vacation slot per fifty-two week vacation period. In the above example, the monthly distribution of vacation slots will be based on relevant historical data related to patient care requirements and operational efficiencies. Prior to the 2007 annual vacation election process, the parties will meet to evaluate the base formula and the process for determining the monthly allocation of vacation slots.

1662 For purposes of vacation scheduling only, those Health Care Professionals whose start times fall outside of the definitions set forth in paragraph 1505, shall be placed into the appropriate shift based on bulk of hours as follows: 7a.m. to 3p.m. is day shift, 3p.m. to 11p.m. is evening shift, and 11p.m. to 7a.m. is night shift. In the event that the Health Care Professional's hours of work fall equally between two shifts (50% on one shift and 50% on another), Labor and Management will meet locally to determine the appropriate vacation module placement for the Health Care Professional. This meeting will be in accordance with paragraph 1658.



1663 A request for vacation shall not be denied because of the season or time of year.