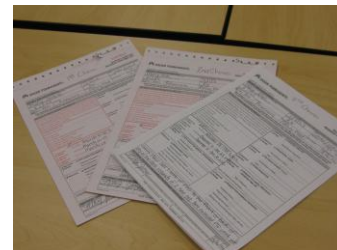




Quick Review of Annual Vacation Election Process



- ✚ Vacation requests must be turned in to manager by February 28, 2014.
- ✚ Employees will be awarded their first two choices by seniority.
- ✚ All employees should have a contact number on the vacation request where they can be reached on the day of the vacation granting process.
- ✚ All vacations will start on a Monday and end on a Sunday, unless you have a 12 hour 7 PM – 7 AM schedule. The 12 hour 7 PM – 7 AM schedule will **start** vacation on a Sunday and **end** on a Saturday.
- ✚ All vacations need to be requested for a full consecutive 7 day period of time. Days needed on either end of the vacation week may be requested as personal flex days, incidental vacation time or as PTO per contractual agreement. This is done outside of the vacation election period.
- ✚ 3rd choices and a one time (1) one week of PTO will be awarded after all employees have been granted their first two choices by seniority.
- ✚ If you have had 2 years of service with Kaiser, you are entitled to 1 week of PTO added to the front or back of (1) one of your vacation choices, it will be granted by seniority if the module is open after all first and second choices have been granted.
- ✚ For the best opportunity for getting vacation of choice please request a 1st, 2nd and 3rd choice for the first choice, a 1st, 2nd and 3rd choice for the second choice, etc.
- ✚ If your vacation choice(s) are not available at the time of vacation election, you must be able to be reached by telephone, or able to call back within 5 minutes. If you can not be contacted within the time frame your vacation choice will be limited to the vacation slots that are remaining.
- ✚ The “*Hard to Fill Holiday*” lottery forms must be turned in with your vacation requests by February 28, 2014.

