

# MNU VACATION SCHEDULING

2015-2016



# Presented by:

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## Goals of Scheduling Guidelines

- Nurses receive vacation in a fair and consistent manner
- Process is streamlined, clearly defined and understood
- Nurses are advised in a timely manner of their approved vacation schedule
- Jointly presented so all involved have a consistent understanding

## Vacation Entitlement Lists

- Vacation Entitlement List can be run from SAP
- The Bonus Week will come in a separate report
- Posted by February 1<sup>st</sup>
- Reflects each nurse's "projected" vacation as at April 30<sup>th</sup>
  - Includes number of projected vacation entitlement in weeks including the "Bonus" week as per Article 2104
  - Number of projected vacation entitlement in hours
  - Number of nurses in each classification for each unit/program that can be approved for vacation at one time

## Vacation Requests

- Begin making appointments with nurses so that they have sufficient notice of their scheduled appointment
- Beginning **February 15<sup>th</sup>** the employer will meet with nurses individually in order of seniority
- Appointments are mandatory (***unless there is an extenuating circumstance***), take place in person unless otherwise mutually agreed, and should not take longer than 30 minutes each

# What is an Extenuating Circumstance

- Motor Vehicle Accident – Reschedule appointment ASAP – seniority slides in at next available time before next senior nurse.
- Does not include – “I forgot”
- Vacation scheduling process is not interrupted for “no shows”

## Vacation Requests

- Requests are made in writing at the appointment
- All earned vacation, including paid and unpaid vacation, is to be chosen with the exception of the 3 days as per Article 2101.
  - As per Article 1501 – Seniority is not considered when these dates are requested at a later date
- Selected vacation shall be updated on an ongoing basis following each appointment and posted in an accessible location

## Vacation Requests

- Vacation is chosen in blocks of weeks based on calendar dates NOT rotation
- One week of vacation = 38.75 hours or 5 days
- The nurse has the right to request which day of the week the vacation begins





## Part Time Nurses - Vacation

- Vacation must be requested in week blocks
- One (1) week = 5 days pro rated by EFT
- Vacation pay is earned on all regular hours paid, not just the EFT

## Part Time Nurses - Vacation

- Excess vacation pay earned by working additional available shifts does not entitle a nurse to additional days and/or weeks of vacation
- You get more “dime”, not more “time”
- E.g. 0.5 EFT entitled to 4 weeks vacation
  - Always picks up additional shifts to a 0.7 EFT
  - Off 4 weeks & paid as a 0.7 EFT in each week

## Part time nurses – vacation

- Part time nurses who request their entire EFT in one week of vacation shall be advised that this is 2 weeks of vacation as per Article 3405 (a) and (b)
  
- E.G.
  - 0.6 EFT = 3 days in one week = 1 week of vacation
  - 0.6 EFT = 6 days in one week = 2 weeks of vacation
  - 1.0 EFT = 5 days in one week = 1 week of vacation
  - 1.0 EFT = 10 days in one week = 2 weeks of vacation

## Part Time Nurses - Vacation

- A request for 1 week of vacation where more than half of their EFT is scheduled:
  - Excess days are rescheduled to maintain EFT
  - Posted shift schedules may vary from master rotation
  - A day from the previous week or the following week rescheduled to maintain EFT in vacation time

<b>EFT</b>	<b>7.75 Hours/1 Week Vacation</b>	<b>11.63 Hours/1 Week Vacation</b>	<b>7.75 Hours/2 Weeks Vacation</b>	<b>11.63 Hours/2 Weeks Vacation</b>
<b>1.0</b>	<b>5 days</b>	<b>3.3 days</b>	<b>10 days</b>	<b>6.7 days</b>
<b>0.9</b>	<b>4.5 days</b>	<b>3 days</b>	<b>9 days</b>	<b>6 days</b>
<b>0.8</b>	<b>4 days</b>	<b>2.7 days</b>	<b>8 days</b>	<b>5.3 days</b>
<b>0.7</b>	<b>3.5 days</b>	<b>2.3 days</b>	<b>7 days</b>	<b>4.6 days</b>
<b>0.6</b>	<b>3 days</b>	<b>2 days</b>	<b>6 days</b>	<b>4 days</b>
<b>0.5</b>	<b>2.5 days</b>	<b>1.7 days</b>	<b>5 days</b>	<b>3.3 days</b>
<b>0.4</b>	<b>2 days</b>	<b>1.3 days</b>	<b>4 days</b>	<b>2.7 days</b>
<b>0.3</b>	<b>1.5 days</b>	<b>1 day</b>	<b>3 days</b>	<b>2 days</b>
<b>0.2</b>	<b>1 day</b>	<b>0.6 days</b>	<b>2 days</b>	<b>1.3 days</b>
<b>0.1</b>	<b>½ day</b>	<b>3.5 hours</b>	<b>1 day</b>	<b>7 hours</b>

# Vacation Requests

- Once a nurse's vacation has been approved
  - No changes unless mutually agreed upon
  - Changing vacation cannot displace the request of another nurse
  - Vacation changes can only occur after vacation selection and schedule is complete

## Three “Special Occasion” Days

- Three 7.75 hour days or two 11.625 hour shifts
- May be taken together or separately
- Can use seniority to request these dates during vacation scheduling appointment
- May be saved for later, but seniority is not considered when these dates are requested at a later date

## Three “Special Occasion” Days

- All nurses whether full time or part time are entitled to use up to three days
- Nurses who request to retain three 7.75 hour vacation days (two 11.625 hour shifts) for personal use shall have their number of weeks of vacation reduced as follows:





<b>EFT</b>	<b>Vacation Used by Taking 3 days</b>
<b>1.0</b>	<b>= ½ week vacation</b>
<b>0.9</b>	<b>= ½ week vacation</b>
<b>0.8</b>	<b>= ¾ week vacation</b>
<b>0.7</b>	<b>= 1 week vacation</b>
<b>0.6</b>	<b>= 1 week vacation</b>
<b>0.5</b>	<b>= 1 week vacation</b>
<b>0.4</b>	<b>= 2 weeks vacation</b>
<b>0.3</b>	<b>= 2 weeks vacation</b>
<b>0.2</b>	<b>= 3 weeks vacation</b>
<b>0.1</b>	<b>= 6 weeks vacation</b>

## Vacation Requests

- All vacation hours must be approved and posted by April 1<sup>st</sup>



## Unscheduled Vacation

- A nurse must use current annual vacation, (earned during the previous vacation year), during the current vacation year

### “New”

- If the current annual vacation is not used or scheduled by January 15th, then the Employer has the right to schedule the vacation prior to the end of the current vacation year
- E.g. If a nurse has not scheduled their three saved days

## Length of Service – Bonus Week

- This week is to be included in the request
- It is taken within the vacation year the anniversary occurs, regardless of the actual anniversary date
- It may be taken prior to the actual anniversary date

## Length of Service – Bonus Week

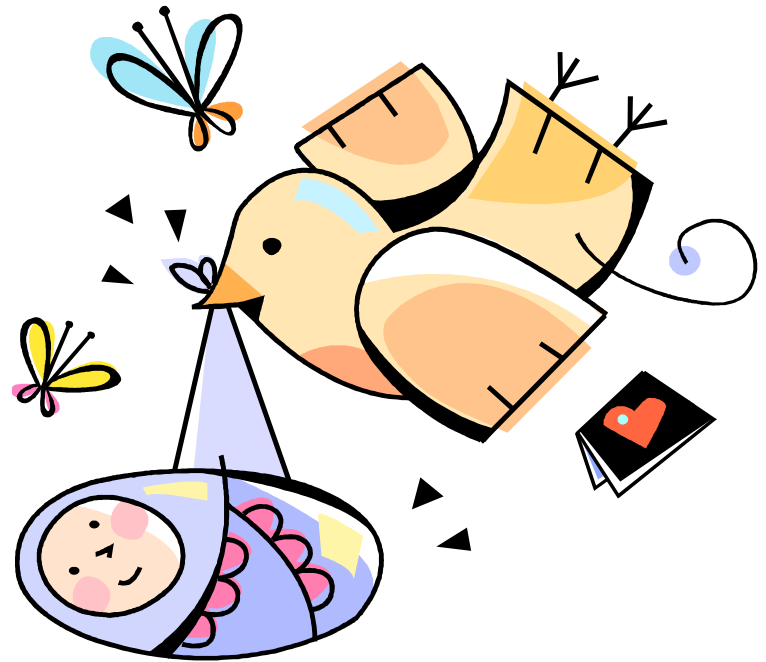
- If a nurse was on a leave of absence the previous year she/he is still entitled to the bonus week and is paid based on the EFT
- If a nurse is on a leave of absence for the entire vacation year in which the anniversary occurs, they do not carry it over to the next vacation year

## Nurse on Leave of Absence

- Nurses on a LOA during vacation planning need to be included in the vacation scheduling process
- Nurse who have been granted LOA should have their vacation scheduled prior to their leave
- Nurses on parenting leave may retain 5 (based on 8 hours) days to utilize upon return as per Article 2408(c)

## Nurses Granted Parenting Leave

- If granted parenting leave and not returning before the end of the vacation year
- Make reasonable effort to schedule vacation prior to leave starting
- May retain 5 vacation days upon return from leave
- Remainder is paid out when EI benefits end



## Leave of Absence

- A nurse on D&R, WCB, MPI prior to the commencement of their vacation shall upon request, have their vacation displaced and rescheduled at a time mutually agreed between the nurse and the Employer within the time periods available during that vacation year

If the nurse's vacation cannot be reasonably rescheduled by the end of the current vacation year the nurse may elect to carry over to the next vacation year up to five (5) days of current annual vacation (pro-rated for part time).

### **New**

- *Removed from the 2013-17 collective agreement (however the nurse will not be allowed to select this vacation on the basis of seniority)*



## Leave of absence

Of course there is always an exception

- Nurses on Workers Compensation will continue to accrue paid vacation for a period of one (1) year from the date of the first absence from work, related to the occurrence of the compensable injury or illness (Article 2106)

## Leave of Absence

- Unpaid leave for a portion of, or for the entire accrual year, does not reduce the number of vacation weeks
- Some of these weeks will be paid and some unpaid
- E.g. 6 months unpaid leave entitles a nurse earning at the 4 week rate to 2 weeks of paid vacation and 2 weeks of unpaid vacation

## What Do I Do When

- A Recognized Holiday falls during a period of vacation
- Vacation will be assigned to that day and the Recognized Holiday will be re-scheduled, banked or paid out in accordance with the provisions of Article 2202

## What Do I Do When

- I have a nurse on Leave of Absence, Income Protection, Vacation **during** the vacation planning time
- These nurses need to be included in the vacation scheduling process and notified of their appointments

## What Do I do When

- I have a nurse working for me in a term position
- Nurses in term positions request their vacation on the unit they are working when their appointment occurs

## What Do I do When

- A nurse fails to attend scheduled appointment without extenuating circumstance
- Name goes to the bottom of the seniority list
- At the end of the process, the nurse will select vacation from within the remaining periods

## What Do I Do When

- I have a part time nurse who occupies more than one position with different units or sites within WRHA
- The nurse chooses vacation at each unit/site separately
- May not be able to secure the same time off at both places

## What Do I Do When

- I have a new hire that started work during the vacation year
- Please refer to Article 2102
- New hires earn vacation at the rate of 1.25 days per month
- The employer is not obligated to permit earned vacation to be taken until a nurse has worked six months



## What Do I Do When

- A part time nurse becomes full time during the vacation year
  - If a part time nurse earned 4 weeks of vacation they would still be entitled to 4 weeks of vacation as full time
  - Nurse can choose to take only paid vacation
  - Nurse shall not be forced to take unpaid vacation

## What Do I Do When

- A full time nurse becomes part time during the vacation year
  - The nurse is still entitled to same amount of weeks of vacation but based on the part time EFT
  - The remaining hours will be paid as excess vacation so that the nurse is receiving full time pay during their vacation

## What Do I Do When

- A nurse moves to the next level of entitlement partway through vacation year
- E.g. a nurse with an entitlement date of October moves from 3 weeks to 4 weeks

## New

- The Nurse may take the full 4 weeks of vacation entitlement (time off)
- However, the employee will have only accrued 3 ½ weeks of vacation pay

## What Do I Do When

- A nurse transferred to my unit after the vacation approval process
- Vacation will be scheduled by the manager of the new unit, in consultation with the nurse within the time periods remaining during that vacation year

## Work'n The "Slide"

- 0.4 EFT Employee
  - Books one week of vacation where normally is scheduled to work 4 shifts (all EFT)
  - The following week not scheduled to work
  - Would have to "slide" two of those shifts out of the week where vacation is being requested and placed into another week (perhaps into the week where no shifts scheduled)

# Work'n The "Slide"

## Normal Schedule

	M	T	W	Th	F	S	S
Wk1		D	D	D	D		
Wk 2							

## With Vacation Slides

	M	T	W	Th	F	S	S
Wk 1				Va	Va		
Wk2		D	D				

## Portability Provisions

- Employment must terminate with the sending facility before it commences with the receiving facility.
- Accrued vacation is paid out by the sending facility; only the accrual rate is ported
- The new hire does not have any vacation left to take during the current vacation year
- Vacation begins to accrue at the same rate in place at the sending employer

## Portability Provisions

### Example

- A nurse earning vacation at the 4 week rate, who transferred to a new employer on November 1<sup>st</sup>, is entitled to two weeks of paid vacation and 2 weeks of unpaid vacation in the following year



## Mobility Provisions

- Where the Mobility Agreement applies, the accrued vacation may be mobilized from the sending facility to the receiving facility.
- The receiving facility does not have to grant approved vacation from the sending facility, by **may** do so if operationally feasible

## Mobility Provisions

- Vacation earned at the sending facility shall not be paid out upon transfer unless the nurse requests it
- If vacation is transferred it does not mean that the previously approved vacation dates will be honoured by the receiving facility; only the amount of time which has to be taken in accordance with the new facility's Collective Agreement and the operational requirements of the new employer

## Recognized Holidays

### **Christmas and New Year's – Article 2205**

- The Employer agrees to assign time off as equitably as possible over Christmas and New Year's, endeavoring to grant each nurse as many consecutive days off as reasonably possible over either Christmas Day or New Year's Day
- In order to grant full time nurses as many consecutive days off as reasonably possible, the Employer will need to ensure that the Recognized Holidays are scheduled during this period of time

## Recognized Holidays

- As much as reasonably possible, Christmas Eve and Boxing Day shall be assigned with Christmas Day; New Year's Eve shall be assigned with New Year's Day, unless otherwise mutually agreed
- The Employer will ensure that all nurses receive at least two (2) other Recognized Holidays besides Christmas or New Year's on the day on which they occur – Article 2207

### **“New”**

- **Nurses shall be assigned time off over Christmas or New Years in alternate years unless otherwise mutually agreed.**

## Recognized Holidays

### **Banking of Recognized Holidays – Article 2202**

- Whenever a Recognized Holiday falls on her/his scheduled days off, it is understood that this day off in lieu shall be banked in accordance with Article 2206, or the nurse may request that a day in lieu of the Recognized Holiday be scheduled on a date mutually agreed between the Employer and the nurse, or the nurse may request that she/he receive an extra day's pay at her/his basic rate of pay

## Recognized Holidays

- A nurse required to work on a Recognized Holiday shall be paid at the rate of one and one half (1.5) time her/his basic pay and in addition it is understood that one (1) day off shall be banked in accordance with Article 2206, or the nurse may request that a day in lieu of the Recognized Holiday be scheduled on a date mutually agreed between the Employer and the nurse, or the nurse may request that she/he receive an extra day's pay at her/his basic rate of pay

## Recognized Holidays

### **Nurses working 8 hour shifts only**

- A nurse may accumulate up to four (4) days off in lieu of Recognized Holidays to be taken with scheduled days off or to complete a partial week of vacation or at such other time as is requested and granted in accordance with 1501. Unless otherwise agreed between the nurse concerned and the Employer, accumulated lieu days must be taken within the fiscal year in which they were earned

## Recognized Holidays

### **Nurses working 12 hour or a combination of 8 and 12 hour shifts as per the 12 Hour MOU**

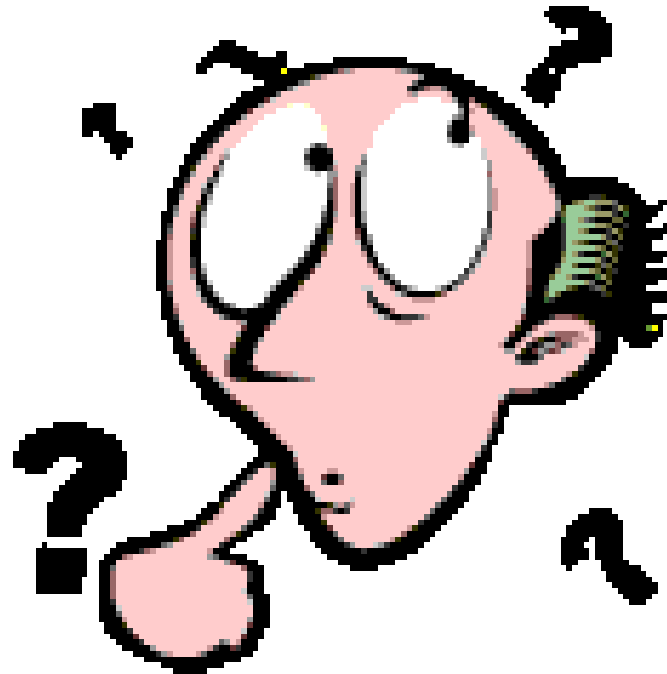
- A nurse may accumulate three (3) days off given in lieu of Recognized Holidays in order to take two (2) consecutive 11.625 hour shifts off with pay. Such shifts shall be added to a weekend off or to scheduled days off or used to complete a partial week of vacation in accordance with Article 2206



## Recognized Holidays

- Banked Recognized Holidays are to be taken in the fiscal year in which they are earned
- There is no provision in the Collective Agreement for pay out of banked Recognized Holidays at fiscal year end
- With prior approval, the Easter Holidays may be carried over to the next fiscal year

Questions?



Have a great vacation

