

ARTICLE III-A – VACATIONS

A. Accrual. - Each regular full-time and part-time Registered nurse who is employed as of January 1, 2010, and who has opted out of the PTO system before January 1, 2010, shall accrue vacations as follows:

<u>Years</u>	<u>Accrual Rate</u>	<u>Total Hours</u>	<u>Maximum Accrual</u>
<u>Entry – 3 years</u>	<u>0.0557</u>	<u>116 hrs.</u>	<u>232 hrs.</u>
<u>4 – 8 years</u>	<u>0.0750</u>	<u>156 hrs.</u>	<u>312 hrs.</u>
<u>9 – 13 years</u>	<u>0.0942</u>	<u>196 hrs.</u>	<u>392 hrs.</u>
<u>14 – 18 years</u>	<u>0.1134</u>	<u>236 hrs.</u>	<u>472 hrs.</u>
<u>19 n years or more</u>	<u>0.1326</u>	<u>276 hrs.</u>	<u>552 hrs.</u>

1. If a Registered nurse quits and is reemployed within twelve (12) months, the nurse's "most recent date of employment" will be calculated as if the quit had not occurred.
2. Vacations accrued during an anniversary year may be carried over from one anniversary year to the next. A Registered nurse's accrued but unused vacation may not exceed the combined total of two (2) years' earned vacations. Accrued vacation may not be used until the Registered nurse has been continuously employed for at least six (6) months, except in the case of a mandatory Low Census (if requested by the nurse).

B. Compensable Hour. - A compensable hour under A above shall include only hours directly compensated by the Medical Center, and shall not include hours while on layoff, standby hours not actually worked, hours compensated through third parties, hours paid in lieu of notice of termination, or hours while in resource or temporary nurse status.

Deleted: <#>From and after the Registered nurse's most recent date of employment until the nurse's fourth (4th) anniversary of continuous employment--0.0384 hours per compensable hour, not to exceed eighty (80) compensable hours in each two (2) consecutive workweek period (approximately two (2) weeks of vacation per year with eighty (80) hours' pay for a full-time nurse);¶

¶ From and after the Registered nurse's fourth (4th) anniversary of continuous employment until the nurse's ninth (9th) anniversary of continuous employment--0.0577 hours per compensable hour, not to exceed eighty (80) compensable hours in each two (2) consecutive workweek period (approximately three (3) weeks of vacation per year with one-hundred and twenty (120) hours' pay for a full-time nurse);¶

¶ From and after the Registered nurse's ninth (9th) anniversary of continuous employment--0.0769 hours per compensable hour, not to exceed eighty (80) compensable hours in each two (2) consecutive workweek period (approximately four (4) weeks of vacation per year with one-hundred and sixty (160) hours' pay for a full-time nurse).¶

Formatted: Font: 11 pt, Font color: Black

Formatted: Body A, No bullets or numbering, Widow/Orphan control, Hyphenate

Formatted Table

Formatted: Indent: First line: 0.5", No bullets or numbering

C. Rate of Pay. - Vacation pay will be computed at the Registered nurse's regular hourly rate of pay, including applicable differentials provided by appendices hereto, at the time of use.

Pay Upon Termination. - Accrued but unused vacation will be paid a regular Registered nurse upon termination of employment, provided (1) the nurse has been continuously employed not less than six (6) months and (2) such vacation has not been forfeited as provided in the Employment Status article of this Agreement.

ARTICLE III-B – PAID TIME OFF

The provisions of the Medical Center's Paid Time Off (PTO)/Extended Illness Time (EIT) program are set forth in this Article III-B and in Article IV-B. The Paid Time Off ("PTO") program encompasses time taken in connection with vacation, illness, personal business, and holidays.

All Registered nurses hired or moving into full-time/part-time benefit eligible status on or after January 1, 2010, will participate in the PTO/EIT program in lieu of the benefits provided under Articles III-A (Vacation), IV-A (Sick Leave) and VI (Holidays). In addition, all Registered nurses who were employed as of December 31, 2009, may elect to enroll in the Medical Center's PTO/EIT program in lieu of the benefits provided under Articles III-B (Vacation), IV-B (Sick Leave) and VI (Holidays), on the terms outlined in Paragraph H of this Article III-B.

A. Accrual. - Each regular full-time and part-time Registered nurse regularly scheduled to work an average of at least twenty-four (24) hours per week shall accrue PTO as follows:

1. Accrual will cease when a Registered nurse has unused PTO accrual equal to two times (2) times the applicable annual accrual set forth above.

<u>Years</u>	<u>Accrual Rate</u>	<u>Total Hours</u>	<u>Maximum Accrual</u>
<u>Entry – 3 years</u>	<u>0.1134</u>	<u>236 hrs.</u>	<u>472 hrs.</u>

Deleted: ¶

Deleted: <#>From and after the Registered nurse's most recent date of employment until the nurse's fourth (4th) anniversary of continuous employment — 0.0924 hours per compensable hour, not to exceed eighty (80) compensable hours in each two (2) consecutive workweek period (approximately twenty-four (24) days of PTO per year with one-hundred and ninety-two (192) hours' pay for a full-time nurse);¶

¶ From and after the Registered nurse's fourth (4th) anniversary of continuous employment until the nurse's ninth (9th) anniversary of continuous employment—0.1116 hours per compensable hour, not to exceed eighty (80) compensable hours in each two (2) consecutive workweek period (approximately twenty-nine (29) days of PTO per year with two-hundred and thirty-two (232) hours' pay for a full-time nurse);¶

¶ From and after the Registered nurse's ninth (9th) anniversary of continuous employment— .1308 hours per compensable hour, not to exceed 80 compensable hours in each two (2) consecutive workweek period (approximately thirty-four (34) days of PTO per year with two-hundred and seventy-two (272) hours' pay for a full-time nurse).¶

¶ For regular Registered nurses on schedules consisting of three (3) days each week, with each workday consisting of a twelve (12)-hour shift, or four (4) days each week, with each workday consisting of a nine (9)-hour shift, the accrual rates in paragraphs 1, 2 and 3 immediately above will be changed to 0.0963, 0.1155, and 0.1347 hours, respectively, per paid hour, not to exceed seventy-two (72) paid hours per two (2)-week pay period.¶

Deleted: <#>one and one-half (1½)

Formatted Table

<u>4 – 8 years</u>	<u>0.1326</u>	<u>276 hrs.</u>	<u>552 hrs.</u>
<u>9 – 13 years</u>	<u>0.1520</u>	<u>316 hrs.</u>	<u>632 hrs.</u>
<u>14 – 18 years</u>	<u>0.1690</u>	<u>352 hrs.</u>	<u>704 hrs.</u>
<u>19 years or more</u>	<u>0.1865</u>	<u>388 hrs.</u>	<u>776 hrs.</u>

2. If a Registered nurse quits and is reemployed within twelve (12) months, the nurse's "most recent date of employment" will be calculated as if the quit had not occurred.

3. Notwithstanding the eligibility for PTO accrual set forth above, all Registered nurses employed as of the ratification date of this Agreement shall be eligible to enroll in the PTO/EIT program even if they hold a position of less than .6 FTE.

B. Compensable hour. - A compensable hour under paragraph 1 above shall include only hours directly compensated by the Medical Center, and shall not include overtime hours, hours while on layoff, standby hours not actually worked, hours compensated through third (3rd) parties, hours paid in lieu of notice of termination, or hours while in temporary or resource nurse status.

C. Rate of pay. PTO pay will be computed at the Registered nurse's regular hourly rate of pay, including applicable differentials provided by appendices hereto, at the time of use.

D. Use of PTO.

1. Accrued PTO may not be used until the Registered nurse has been continuously employed for at least six (6) months, except in the case of a mandatory Low Census (if requested by the nurse).

2. PTO must be used for any absence of a quarter hour (1/4) or more, except

Formatted: Normal, No bullets or numbering, Widow/Orphan control, Hyphenate

Formatted: Normal, Indent: Left: 1.5", Hanging: 0.25", No bullets or numbering, Widow/Orphan control, Hyphenate

Formatted: Indent: First line: 0.5", No bullets or numbering

that the Registered nurse may choose to use or not to use PTO for time off (a) in the event of Low Census under Article XVI.G, or (b) for leaves of absence under applicable family and medical leave laws if the nurse's accrued PTO account is then at forty (40) hours or less.

3. A Registered nurse who has accrued PTO sufficient to cover all hours which the nurse would otherwise be scheduled to work in a week of seven (7) consecutive days may apply such PTO to cover all regularly scheduled hours during each such week and will not be required to work during such week(s). A nurse may take accrued PTO covering less than one (1) week.
4. PTO may be used in addition to receiving workers' compensation benefits if EIT is not available, up to a combined total of PTO, EIT (if any) and workers' compensation benefits that does not exceed two-thirds (2/3) of the Registered nurse's straight-time pay for the missed hours.
5. PTO may not be used when the Registered nurse is eligible for Medical Center compensation in connection with a family death, jury duty, witness appearance or EIT.

Pay upon termination. - Accrued but unused PTO will be paid to a regular Registered nurse upon termination of employment, provided (1) the nurse has been continuously employed not less than six (6) months and (2) such PTO has not been forfeited as provided in the Employment Status article of this Agreement.

E. Holidays. - On the observed holidays of New Year's Day, Memorial Day, Martin Luther King Jr. Day (commencing in 2023), Independence Day, Labor Day, Thanksgiving Day and Christmas Day, the following will apply:

1. When a Registered nurse is scheduled to work an observed holiday and requests time off, PTO will be used for the time off. However, if the nurse, with the manager's approval, works (or if the nurse requests but is not assigned to work) a substitute day in the same workweek, the nurse is not

Deleted: ¶

required to use PTO for the holiday.

2. Registered nurses working in units that are closed or have a low census on observed holidays will be paid PTO during the period of closure unless the Registered nurse requests to take the time as unpaid. If a Registered nurse works on an observed holiday, the nurse will be paid one and one-half (1 ½) times the nurse's straight-time rate and will retain accrued PTO hours for use at another time.
3. If an observed holiday occurs on a Saturday or Sunday, Registered nurses in departments that are regularly scheduled only Monday through Friday will observe the holiday on the Friday or Monday that is closest to the holiday and designated by the Medical Center.
4. In the Main Operating Room, if an observed holiday occurs on a Sunday, nurses in that department will observe the holiday on the Monday that is closest to the holiday.
5. A night shift will be deemed to have occurred on an observed holiday only if a majority of its scheduled hours are within the holiday.
6. If an observed holiday occurs before completion of a regular Registered nurse's first six (6) months of employment and the nurse does not have sufficient PTO hours accrued, the PTO hours used for the holiday under this Section will be charged against the next PTO hours accrued by the nurse.

F. Enrollment in PTO/EIT program. - Registered nurses shall be eligible on an annual basis to enroll in the Medical Center's PTO/EIT program, as set forth in Articles III-A and IV-A of this Agreement.

1. Upon enrollment, all accrued but unused vacation time shall be deposited

in the Registered nurse's PTO account, and all accrued but unused sick leave hours shall be deposited in the nurse's EIT account.

2. Registered nurses may also elect to remain subject to the vacation–sick leave–holiday program set forth in Articles III-A, IV-A and VI. Nurses employed as of the date of ratification of this Agreement shall have the right, if they so choose, to remain subject to this program for the duration of their continuous employment at the Medical Center.
3. Registered nurses who enroll in the PTO/EIT program may not subsequently opt out of the program.

ARTICLE III-C – SCHEDULING TIME OFF

Scheduling of time off is best resolved by unit-based decisions, where the affected Registered nurses are involved in creative and flexible approaches to such scheduling. Each unit will develop guidelines that promote the ability of the Registered nurses on that unit to preschedule time off (vacation or PTO).

- A. The Medical Center will make good faith efforts to approve no less time off than the amount a Registered nurse accrues annually.
- B. Registered nurses will make good faith efforts to balance their time off requests in a manner that supports a core schedule and allows the Medical Center to maximize approval of requests. In order to facilitate these efforts, units and schedulers will use transparent processes to inform Registered nurses' selections for requesting time off.
- C. Requests for time off should be inclusive of the entire block of time the Registered nurse is requesting to be away from work. The Registered nurse will only need to use PTO or vacation time equivalent to their FTE.
- D. Round-Up Process.

1. Except for unexpected illness or emergencies, time off should be scheduled in advance via established procedures.

The number of persons who may be on pre-scheduled time off at one time will be defined at the unit level.

2. The following round-up periods indicate when a Registered nurse may apply for prescheduled time off by seniority, and for what time period:

Round-Up Period	Time Off Window
September 1 – 30	Sunday after New Year's Day Jan 1 – Saturday nine (9) days before Memorial Day
January 1 – 31	Sunday eight (8) days before Memorial Day – Saturday after Labor Day
May 1 – 31	Sunday after Labor Day – Sunday after Labor Day - Saturday after New Year's Day, unless NYD falls on a Saturday, in which case it will be NYD.

Requests submitted during the round-up period for the designated time off window shall be granted on the basis of seniority within the same unit and shift. In the event that Registered nurses with the same seniority submit requests for the same or overlapping periods of time off, the issue will be decided by a flip of a coin.

Written confirmation of a Registered nurse's scheduled time off will be provided within four (4) weeks of the end of the round-up period in which they applied.

Deleted: ¶

E. Requests for time off outside of Round-Up Periods.

Requests for time off outside of the established round-up periods will be granted on a first come, first serve basis, based on the date the request is submitted. In the event that Registered nurses from the same unit and shift submit requests under this paragraph on the same day for the same or overlapping periods of time off, the senior Registered nurse shall be given preference. Written confirmation of the Registered nurse's time off request will be provided within three (3) weeks after submission, if such request is submitted at least three (3) weeks prior to the posting of the schedule for the period during which the time off has been requested.

F. Prime Time.

Prime Time is defined as the dates between the Sunday eight (8) days prior to Memorial Day and the Saturday immediately following Labor Day.

During Prime Time, Registered nurses will be approved, per Section D(3) above in order of seniority, for two weeks of time off, except that Registered nurses with seventeen (17) years of seniority will be approved for three (3) weeks of time off. After all Registered nurses who have requested time off have been approved for such time off, a unit's remaining capacity to approve time off will be approved in seniority order for time in excess of the original two (2) or three (3) weeks granted.

G. Holidays.

The Medical Center shall attempt to rotate summer and winter holiday work. The unit-based Registered nurses, in collaboration with unit leadership, will develop guidelines that provide for the fair and just rotation of the scheduling of shifts on holidays, while still meeting patient care needs. The parties agree to respect such unit-based guidelines, even if they are not seniority-based. The PTO/vacation scheduling process may not be used to avoid or circumvent the fair and just rotation of holiday work.

Registered nurses will work the primary holidays of New Year's Day, Thanksgiving, and Christmas on a rotational basis. Within a unit, Registered nurses are free to collaborate and trade holidays. However, no nurse will be required to work the same holiday in two consecutive years, unless it becomes necessary for patient care.

H. Changes to Approved Time Off.

Once a time off request has been approved, it can only be changed by mutual agreement between the Medical Center and the Registered nurse. This paragraph will not apply if the Registered nurse changes units after approval but before the time off period; in that case, the Medical Center may not be able to honor the Registered nurse's request. The Registered nurse is expected to discuss such a situation with the manager of the new unit. Moreover, time-off requests shall not be converted to requests for unpaid time off absent Medical Center approval.