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| **Laboratory PTO (Vacation) Guideline** |
| **Guideline Statements** | * The laboratory will be adequately staffed, 24 hours a day, 7 days a week, to meet operational needs.
* The purpose of this guideline is to complement Children’s Minnesota policy [1018.00 Paid Time Off (PTO) – Vacation, Holiday, Sick Time](http://intranet.childrensmn.org/references/policy/1000/1018.00-paid-time-off-%28pto%29-vacation-holiday-sick-time.htm)
* PTO, PTOS, SCK, FRZ or FRZS will be used to supplement any deviation from the schedule; sick time, vacation, and leaving early are not to exceed the employees scheduled FTE unless approved by the manager. Individuals who still have a SCK bank (sick time) must use 8.0 hours of PTOS first, then the SCK code/time can be applied for the remaining sick time away.
* Employees must use PTO and/or PTOS (or other pay code) to meet their work agreements for absences not covered by policy [1019.00 Leaves of Absence (LOA)](http://khan.childrensmn.org/references/Policy/1000/1019.00-leaves-of-absence.pdf).
* PTO must be used on holidays when originally scheduled to work as part of the master schedule. Employees who are not regularly scheduled on the holiday will not use PTO. Employees must ensure they have sufficient PTO for holidays throughout the year.
* Employees must have sufficient PTO to cover the time requested, otherwise the request will be denied.
* For all other time away from work, see policy [1019.00 Leaves of Absence (LOA)](http://khan.childrensmn.org/references/Policy/1000/1019.00-leaves-of-absence.pdf).
* Employees are responsible for managing their PTO balances. Employees are highly encouraged to submit PTO requests in each request period to ensure their PTO banks are decreased throughout the year, as there is no guarantee for usage/approval if PTO is saved until the end of the year.
* PTO and/or PTOS (or other pay code) is used for both planned and unplanned absences. Employees are encouraged to maintain a reserve in the PTO account for unexpected illnesses, emergencies or disabilities.
1. PTO requests will be submitted based on a *trimester system* (\*dates subject to change). The request periods are as follows:
2. Time off for first full pay period in January through April:
	* Request in January for the upcoming year.
3. Time off for May through August:
	* Request in May for the upcoming year.
4. Time off for September through last pay period of year in January:
	* Request in September for the upcoming year.
5. Employee Groups (for request periods)
6. Based on years of service
7. Group 1 (15+ years of service)
8. Group 2 (6 to14 years of service)
9. Group 3 (0 to 5 years of service)

**\*Note:** If a section does not have employees in Group 1 (or another Group), then the request period automatically moves to next group in order. The years of service (YOS) is determined by looking at only the year an employee was hired, not the specific Day/Month. Whatever an employee’s YOS will be during the respective request period, will be considered the acting YOS for that employee during that round. |
| **Procedure** | 1. Request Period
2. Each request period will last 5 days, opening at 06:00 Monday and ending at 11:59 on Friday.
3. Employees may request up to 80 hours of PTO in Rounds 1 through 3.
4. Round 1 includes only employees from Group 1 (no hot date requests)
5. Round 2 includes only employees from Group 2 (no hot date requests)
6. Round 3 includes only employees from Group 3 (no hot date requests)
7. Round 4 includes all Groups 1, 2 and 3 (all dates and defined hot dates)
8. Request granting guidelines:
9. In each round, employees may request a total of 80 hours (or per FTE equivalent) of PTO.
10. In Round 4 all employees may request up to two (2) hot dates within the bidding period. Hot dates will be approved first come, first served with the stipulation that if the employee had the hot date(s) off the year before, the request will be considered after requests from employees who worked the hot date(s) the year before.
11. The exact dates of the hot dates will be defined each year and will be communicated prior to the bidding period. The hot dates are subject to change. Hot dates are defined as:
	1. Martin Luther King Day
	2. Presidents’ Day
	3. Friday before and Monday after Easter
	4. July 3rd and July 5th
	5. Friday before and Tuesday after Labor Day
	6. MEA days (2 days in October)
	7. Friday after Thanksgiving
	8. Eid Al-Fitr week
	9. Eid Al-Adha week
	10. Christmas week
	11. New Year’s week
	12. Day shift Christmas Eve
	13. Day shift New Year’s Eve
12. Requests are granted by first come, first served basis within each round. After all four bidding rounds are completed; additional PTO requests for the defined period, including any additional hot dates, may be submitted and will be approved as first come, first served until the schedule is posted.
13. All requests submitted prior to a respective request period opening, will be refused.
14. PTO may be requested until the schedule is posted. Once the schedule is posted, requests for PTO will be accomplished by trading with another employee. This is the responsibility of the employee and requires approval from the supervisor and/or manager. The trade may not be approved if it results in overtime or causes a hardship to the department.
15. If the employee has exhausted his/her PTO for the year, no further requests will be granted for that year unless approved by a manager.
16. If allocated PTO for the year has been exhausted, due to unplanned circumstances, all remaining requested grants may be rescinded and converted back to scheduled shifts. This will be based on staffing needs, workload and management discretion.
17. A request to cancel PTO on a posted schedule must be approved by the supervisor or manager. The decision will be based on staffing needs for the specific date requested.
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|  | 1. Employees scheduled to work every other weekend are allowed to request PTO for one Saturday and one Sunday per calendar year. Weekend PTO requests will be approved first come, first served during the bidding rounds. Weekend holidays cannot be posted.
2. Employees who do not accrue PTO (0.1 - 0.5 FTE), will be allowed to request 5 days or 40 hours (weekends not included) off annually, through the same bidding process. Casual employees follow the policy [GL 2.7 Casual Laboratory Staff](http://intranet.childrensmn.org/References/labsop/gen/person/gl-2.7-casual-laboratory-staff.pdf).
3. Twelve-hour shift employees request PTO through the same bidding process. Two 12-hour shift employees are allowed off in the same time frame, but only one day employee and one night employee at the same time (between both campuses).
4. Request granting, as prescribed above may be altered because of, but not limited to: laboratory workload, leaves of absence, scheduled events, master schedule adjustments/changes, discretion of leadership, etc.
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| **Annual Holidays which may require PTO if not worked** |
| New Years Day |
| Memorial Day |
| Independence Day |
| Labor Day |
| Thanksgiving |
| Christmas |

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| **Lab section (both campuses)** | **Guideline for maximum number of people off per day - Monday through Friday** | **Guideline for maximum number of people allowed to post a weekend shift – For every/other weekend staff only** |
| Core – Days (includes processing) | 3 | 1 |
| Core – Evening/Nights | 2 | 1 |
| Microbiology/Virology/Molecular | 2 | 1 |
| Referral Testing | 1 | N/A |
| Phlebotomy | 2 | 1 |
| Customer Service Representatives | 1 | N/A |
| Histology | 1 | N/A |
| Pathology Secretary | 1 | N/A |
| 12-hour shift employees | 1 day and 1 night on Friday, Saturday, and/or Sunday | N/A |

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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 5 | Jennifer Heimkes | 5/23/2014 | Added holidays and point system. General policy updates.  |
|  | 6 | Jennifer Heimkes | 1/23/2017 | Updated dates and guidelines with new PTO process |
|  | 7 | Jennifer Heimkes and Lisa Kappenman | 07/15/2017 | New PTO guidelines and process |
|  | 8 | Jennifer Heimkes | 4/23/2019 | Changed terms – bid to request. Removed calling in for weekends – moved to staffing policy. Update holidays and hot dates. |