



Laboratory PTO (Vacation) Guideline

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Purpose

To ensure appropriate staffing within the laboratory 24/7 and provide a structured and equitable approach for PTO usage, this policy complements Children's Minnesota Policy 1018.00 (Paid Time Off – Vacation, Holiday, Sick Time)

Policy Statements

The laboratory must remain fully staffed 24 hours a day, 7 days a week. PTO and related time codes must be used according to this guideline to ensure fairness, consistency, and operational coverage.

Scope

All laboratory employees at Children's Minnesota.

Procedures and Guidelines

I. General PTO Usage

- The laboratory will be adequately staffed 24 hours a day, 7 days a week.
- Employees must use PTO and/or PTOS (or other pay codes) to meet work agreements for absences not covered by Policy 1019.00 (Leaves of Absence).
- PTO must be used on holidays when originally scheduled to work as part of the master schedule. PTO must be entered, in advance, by the organizational deadline. Employees who are not regularly scheduled on the holiday will not use PTO.
- Employees are responsible for ensuring they have enough PTO for all holidays and absences throughout the year.
- PTO, PTOS, SCK, SST, FRZ, or FRZS will be used to supplement any deviation from the schedule; sick time, vacation, and early departures may not exceed the employee's scheduled FTE unless approved by the manager.
- If the employee still has a SCK bank (sick time), 8.0 hours of PTOS must be used first, then SCK can be applied for the remainder.
- PTO requests will be denied if sufficient balances are not available.
- 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. Per policy 1018.00 Paid Time Off (PTO), employees may carry over a maximum of 40 PTO hours, prorated based on FTE, into the next calendar year.

II. PTO Trimester Request Cycles

1. January to April – Submit in January
2. May to August – Submit in May

3. September to Year-End – Submit in September

III. Employee Group Classifications

- **Group 1:** 15+ Years of Service
- **Group 2:** 6-14 Years of Service
- **Group 3:** 0-5 Years of Service

Years of Service (YOS) is based on year hired. If no employees exist in a group, the request period moves to the next group.

IV. PTO Request Rounds

- Each request round is 5 days: Monday 06:00 to Friday 23:59.
- Up to 80 hours (or FTE equivalent) of PTO may be requested per round.
- Requests are granted by first come, first served basis within each round.
- Round 1: Group 1 only (no hot dates)
- Round 2: Group 2 only (no hot dates)
- Round 3: Group 3 only (no hot dates)
- Round 4: All groups (including hot dates)

V. Hot Dates Policy

- Two hot date requests allowed per employee in Round 4.
- Priority given to employees who worked those dates in the previous year.

Annual Hot Dates Include (subject to change):

- MLK Day
- Presidents' Day
- Easter (Friday & Monday)
- July 3rd & 5th
- Labor Day (Friday & Tuesday)
- MEA Days (2)
- Friday After Thanksgiving
- Eid Al-Fitr Week
- Eid Al-Adha Week
- Christmas Week
- New Year's Week
- Christmas Eve (Day)

- New Year's Eve (Day)

VI. Additional Guidelines

- Pre-submitted PTO requests before period opening are denied.
- After PTO bidding rounds are completed, additional PTO requests are allowed up until the schedule posts.
- Trades are allowed post-schedule with written confirmation and require supervisor/manager approval.
- Trades will not be approved if it results in overtime or causes a hardship to the department.
- PTO cancellations after schedule posting require supervisor/manager approval.
- Employees scheduled to work every other weekend can request PTO for:
 - Day and/or Evening Staff: One Saturday and one Sunday per calendar year.
 - Night Staff: One Friday and one Saturday per calendar year.
 - Employees may post two separate individual weekend shifts on different pay periods; the two shifts do not need to fall on the same weekend.
 - Weekend PTO requests will be approved on a first come, first serve basis during bidding rounds at management's discretion.
 - Weekend holidays are not eligible for PTO requests.
- Part-time (0.1-0.5 FTE) employees may request up to 40 hours off annually.
- Casual staff follow GL 2.7.
- Leadership reserves the right to alter requests due to workload, staffing, LOA, or other needs.

References

- Children's Minnesota Policy 1018.00 – Paid Time Off
- Children's Minnesota Policy 1019.00 – Leaves of Absence
- GL 2.7 – Casual Laboratory Staff

Historical Record

Version	Author	Effective Date	Summary
5	Jennifer Heimkes	05/23/2004	Added holidays and point system. General policy updates.
6	Jennifer Heimkes	01/23/2017	Updated dates and guidelines with new PTO process.
7	Jennifer Heimkes, Lisa Kappenman	07/15/2017	New PTO guidelines and process.
8	Jennifer Heimkes	04/23/2019	Changed terms – bid to request. Removed calling in for weekends – moved to staffing policy. Updated holidays and hot dates.

9	Jennifer Larson-Kelso, Ali Kasi, Chad Bryant, Andrew Fangel, Marcia Loween	06/20/2025	Guideline statements: added HRLOA, entering PTO in advance, PTO carry over. Procedure: added trades must be in writing, clarified posting of weekend shifts for those working e/o weekend. Removed 12-hour shift content and guideline grids. Updated format/template.
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