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## HEMATOLOGY DAYSHIFT TIME-OFF POLICY

RC.HM.PY.003.r06

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### Purpose:

To ensure that there is sufficient laboratory staffing when employees have requested time off. Time off will be granted via a combination of seniority, rotation and first-come, first-received basis. All time off must be submitted via a "Time off/Schedule Change Request" form. Any deviations from these guidelines are at management discretion.

1. All employees will be asked to submit a form, "Time off/Schedule Change Request" form for the first pass (Round 1) time-off sign-up for one block of time for the year (the time off **most important** to you for the whole year), using PTO, i.e. a week off, a day off, etc. A block of time will not include weekends. If you are scheduled to work a weekend that is included in your block span of time, it will be your responsibility to switch weekends with a co-worker. During the summer months (June, July and August) a block of time will be limited to one week. Employees will be notified when the first pass time-off sign-up begins and ends. Requests will be approved by seniority. Employees will be notified of conflicts within 1 week of the first pass sign-up closing and be given 2 business days to submit an alternative block of time for their first pass.
2. Two employees per week will be allowed off, regardless of status (e.g. 2 full time; 2 part time; 1 full time and 1 part time). Once 2 employees have been granted time off during the same week, the week will be closed. Any further requests for time off during a closed week will be at management discretion.

**Note:** Summer and Winter Holiday weeks are an exception to this rule. Those full-time techs working both the holiday and the associated holiday weekend will get first choice of days off during the holiday week. Second priority will go to those full-time techs who worked the holiday only. Third priority will go to those full-time employees who work(ed) the weekend closest to the holiday. Fourth priority will be for PTO requests. Lastly, those who requested scheduled off days by the remainder of the staff (not using PTO). During Summer Holiday weeks, only 1 employee will be granted time off for the whole week (4 days). During Winter Holiday weeks only 1 PTO day per employee will be approved for up to 4 employees. Time off during all holiday weeks will be rotated. If conflicts arise, time will be granted to those who haven't had the time off in most recent years. Summer and Winter holiday weeks are defined as the

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Sunday through the Saturday that the holiday date falls within. For example: if Christmas is on Sunday, only one day of PTO will be granted the following Monday through Friday per request. Thanksgiving is on Thursday, so Monday through Wednesday and Friday only one day of PTO will be granted per request.

3. All PTO hours are to be scheduled and approved by hematology management prior to use. Once all time off has been approved, a working calendar will be posted. Only the hematology management team may write on this calendar.
4. Once the first pass sign-up has ended, employees will be notified when the second pass (Round 2) time off sign-up begins and ends. The process for second pass sign-up will work the same as the first pass sign-up except that the seniority will start with the person who is 1/3 of the way down the seniority list and proceed down the list.

**Note:** Employees should refer to the working calendar for available days for their second pass to avoid their request being denied/ delayed.

5. After the second pass sign-up has ended, and approvals/denials made, the working calendar will be updated.
6. Once the second pass sign-up has ended, employees will be notified when the third pass (Round 3) time off sign-up begins and ends. The process for third pass sign-up will work the same as the first pass sign-up except that the seniority will start with the person who is 2/3 of the way down the seniority list and proceed down the list.
7. After the third pass sign-up has ended and approvals/ denials made, the working calendar will be updated.
8. Staff will be notified when the fourth pass (Round 4) first-come, first received time-off requests will be accepted for the remainder of the open dates for the year. At this time, full-time employees may request no more than 10 days off; part-time employees may request no more than 5 days off. If an employee submits a first-come/ first received request prior to the first day the requests are officially being accepted, the received date will be post-dated to the first day the first-come/first-received requests are being accepted. Time off request forms will be returned to the employee within 2 weeks of management receiving the request. If weeks are still available, a fifth pass will be allowed, abiding by the same guidelines as the fourth pass.
9. Any time off request conflicts that arise, regardless of "pass", will be settled by the "drawing of straws" to determine who gets the time off.

### **Additional Information:**

10. Beaumont sponsored events will be treated as any time off request except that if there is a conflict, the time off will be rotated among employees in order to allow more employees to take advantage of these opportunities.
11. The process of submitting a time-off request does not guarantee an approved time

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off. Hematology management must approve all requests for time off. Scheduling time off is based on department staffing requirements. Only when you have received your copy of the request signed by management as approved should you consider your request approved.

12. It is recommended that employees maintain at least forty (40) PTO hours in their bank at all times. Benefit time previously approved is invalid if the PTO hours are not available in your bank to cover the requested time off. Failure to have sufficient PTO hours in your bank will result in an unexcused absence and a Corrective Action. Ensuring sufficient banked PTO time is the employee's responsibility. Refer to your paystub for your available PTO hours.
13. An employee must give a 1-month notice to cancel approved PTO time. This will give other employees a chance at any re-opened days prior to the next schedule being posted, dependent upon staffing.
14. If a closed block of time re-opens (i.e. another employee cancels their time off), the hematology management team will make changes to the working calendar to re-open the block of time, if possible. Time off for that block of time will then be offered up (via email) to those who may have been denied that block of time previously. It will be the employee's responsibility to check the calendar for updates. Conflicts will be handled by drawing straws.
15. Part time employees may not request more than 2 non-PTO scheduled days off per pay period.
16. Only management may request/approve the use of extra hours worked by part-time employees. This will be based upon budgetary constraints.
17. Requests for PTO or scheduled day(s) off must be submitted by the last day of the 1<sup>st</sup> pay period (aka: the second Saturday) of the current schedule for time off on the next schedule.
18. Trading of approved time-off will not be allowed except under emergency or extremely unusual conditions.
19. If a trade of time-off is granted, cancellation of the trade will not be permitted.

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### Authorized Reviewers

Medical Director, Hematology

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## HEMATOLOGY DAYSHIFT TIME-OFF POLICY

### Document Control

**Location of Master:** Hematology Procedure Manual

**Master electronic file stored on the Clinical Pathology server:**

S:/HEMACOAG/Document Control/Hematology/Policy/Master Documents/Hematology Dayshift Time-Off Policy.doc

**Number of Controlled Copies posted for educational purposes: 0**

**Number of circulating Controlled Copies: 0**

**Location of circulating Controlled Copies: NA**

### Document History

Signature	Date	Revision #		Related Documents Reviewed/ Updated
Prepared by: Noelle Procopio MT(ASCP)SH Cindy Bates MT(ASCP)	10/2004			
Approved by: Noelle Procopio MT(ASCP)SH WBH RO Human Resources	10/2004			
Reviewed by: (Signature)	Date	Revision #	Modification	Related Documents Reviewed/ Updated
Noelle Procopio MT(ASCP)SH	10/2004	00	New policy.	
Noelle Procopio MT(ASCP)SH	10/2005	01	Clarified note regarding winter and holiday week coverage; added time off during holiday weeks will be rotated and subsequent conflicts; updated WBH sponsored events; added time frame when requests for CTO/time off must be submitted.	
Noelle Procopio MT(ASCP)SH	2006		No change.	
Noelle Procopio MT(ASCP)SH	2007		No change.	
Noelle Procopio MT(ASCP)SH	2008		No change.	
Noelle Procopio MT(ASCP)SH	10/12/2009	02	New format; updated note re those techs working both the holiday and the weekend holiday; added fourth pass (free-for-all); added info regarding re-opening/re-posting of canceled CTO; added limit regarding # of days per pay period that a part-time employee may request off w/o CTO; added statement re	

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