

Beaumont

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Document Contact Colette Kessler:
 Mgr, Division Laboratory
 Area Laboratory-Chemistry
 Applicability Royal Oak

Vacation/Holiday for Automated Chemistry, Royal Oak

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

To create a process for staff to schedule Paid Time Off (PTO) within Chemistry Royal Oak.

II. VACATION PROCEDURE:

- A. Vacations will be granted via a combination of seniority, rotation, and first-come first-serve basis. All time off or schedule switches must be submitted via a "Time off Request" form to scheduling Lead.
- B. **Winter Vacation:** PTO for the period of Jan.-March 31st will be first granted through a "winter seniority pass". Email notification will be sent to employees that the Winter pass is open. Requests will be evaluated by **seniority** at the end of the submission period specified in the email. The scheduling Lead will either grant the requested PTO or notify you of any conflicts. After this, PTO requests are granted on a first-come first serve basis. *PTO scheduled before April 1st will **not** be considered as part of your vacation blocks.*
- C. **Summer Vacation (two passes):** There will be two vacation passes
 1. During each pass employees will document vacation selection in the provided calendar and submit a "Time Off Request" form to the Lead responsible for scheduling.
 2. A single block is defined as 1-5 days Monday – Friday and does **not** span weekends. Requests will be submitted based on seniority and employees will be notified of any conflicts.
 3. The time allotted for selection is 2 days—if you are off you will be called at home and told that it is your turn—once you are called you have 2 days and then it will be passed onto the next person.

4. A signature sheet will be provided with the vacation pass binder and must be signed after selections have been made.
5. The active period for Summer Pass is from April 1st-December 31st.
6. **If an employee fails to document his/her selections in the provided calendar or sign the signature sheet, they may lose their selections.**
7. **Day Shift**
 - a. After 2.0 Automated Chemistry Full Time Equivalents (FTE) and 1.0 Lab Assistant FTEs have taken off a given week, this week will be deemed as **CLOSED**. You may still submit requests for a closed week, but your request will not be evaluated until the monthly schedule is made.
8. **PM Shift**
 - a. After 1.0 Automated Chemistry FTEs and 1.0 Lab Assistant FTEs (or a TOTAL of 2.0 FTEs) have taken off a given week, this week will be deemed as **CLOSED**. You may still submit requests for a closed week, but your request will not be evaluated until the monthly schedule is made.

D. Summer Pass #1:

1. The first vacation pass will begin by early February.
2. Employees will submit a "Time Off Request" form for 'ONE BLOCK'
3. **NOTE: Holiday weeks are excluded during the first pass.**
4. **Employees requesting the same time off during the first pass that had been granted in the previous year may be bumped by another employee requesting this time off.**
 - a. **Day Shift/PM Shift**
 - i. The first pass will also include holiday sign-up, employees must sign up for one summer **AND** one winter holiday. Employees may **volunteer** for Martin Luther King Jr Day at this time.
 - a. Day shift Christmas is assigned on a rotation. If an employee is assigned Christmas on a given year they only need to sign-up for a summer holiday.
 - b. Please submit any requests for specific days you would like off for working the holiday at this time. See III. Day Shift/PM Shift Holiday Policy for further details on Holiday vacation time and sign-up.

E. Summer Pass #2

1. Employee will submit a "Time Off Request" form for 'ONE BLOCK'
2. Employees are again required to document their selections in the calendar and sign the signature page. This second pass may include holiday weeks.

F. Vacation Requests during a Holiday week

1. Holiday Vacation is defined as PTO days during a holiday week. **IF** holiday vacation

days are available, they will be **ROTATED**. *The rotation will begin with the second pass, for ONLY one PTO block (1-4 days) per holiday week, for eligible employee with the most seniority. One holiday vacation per employee per year, and then the employee moves to the bottom of the rotation list. Additional PTO available during holiday weeks will be dependent on current staffing situation and at manager's discretion. Requests submitted will be reviewed one month prior to the holiday, in order of receipt. If granted, employee will move to bottom of the holiday rotation list.*

2. **NOTE:** The rotation may include more than a year(s). If an employee opts **not** to take holiday vacation, the employee retains their position on the list.

G. Additional Policy details - Remainder of PTO Bank

1. Once the two passes are complete an email will be sent out giving details on when additional PTO requests can be submitted.
2. Any additional PTO requests must be submitted using a Time off Request form to the scheduling Lead, at least **two weeks** prior to date(s) being requested.
3. The process of submitting a time-off request does not guarantee an approved 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.
4. If **2 employees Day Shift / 1 employee PM Shift** have/has approved PTO and you are requesting the same time frame off, PTO requests will be held until the monthly schedule comes out. Example: It is March and a slip is received for September: It will be held until August when the schedule will come out. Approvals will be based on departmental needs and the order the request is received in.

III. DAY SHIFT/PM SHIFT HOLIDAY POLICY:

- A. Christmas will be assigned every year based on seniority and who worked the previous year for Day Shift. Christmas will rotate every three years for the PM shift. The other holidays (with the exception of Martin Luther King Jr Day) are signed up for based on seniority. Martin Luther King Jr. Day (MLK) may be selected as an **extra winter holiday on a volunteer basis** at this time. In the event that there is a surplus of volunteers the employees working the holiday will be selected randomly from the volunteers. In the event there is a shortage of volunteers, staffing for MLK will be determined by least seniority.

B. Day Shift Directions:

1. If you are scheduled for Christmas on the holiday sign up sheet, please sign-up for one SUMMER holiday. If you do **NOT** work Christmas, then please sign-up for one **Summer** and one **Winter** holiday. Please sign off on the seniority list of all employees once your selection is made.
2. In addition, if an employee is assigned to work Christmas in a given year, or an employee signs up for a holiday they later want to have off, the employee must switch with another employee for a different holiday. All employees working Christmas will be placed at the bottom of the sign-up list the following year. Exception: If an employee offers to work a certain holiday (ex. Christmas) as an **extra holiday**, all employees scheduled to work that holiday will be put into a

lottery and a drawing will take place to determine which scheduled employee will have that holiday off. The employee that wins the lottery will get the credit for the holiday worked.

- a. **NOTE:** An employee may not ask another employee to work an additional holiday specifically for them.
3. All employees working Christmas will be placed at the bottom of the Christmas assignment list for the following year.
 - a. **NOTE:** The only exception is the extra holiday lottery winner, if assigned to Christmas, will be considered as having worked Christmas and placed at the bottom of the assignment list.
- C. **Number of Days Worked in a Pay Period:** Because most of our staff traditionally chooses the shorter holiday workweek, all full-time employees scheduled to work a holiday in a holiday pay period will work 72 hours (9 days). If an employee prefers to work the long week (10 days), the employee must request this.
- D. **Other**
 1. The Lead Techs are exempt from holiday assignments.
 2. You may trade, but Christmas will be rotated.
 3. All trades must be submitted to the Lead with scheduling responsibility for approval.

Approval Signatures

Step Description	Approver	Date
Medical Director	Ann Marie Blenc: System Med Dir, Hematopath	4/17/2023
Policy and Forms Steering Committee Approval (if needed)	Colette Kessler: Mgr, Division Laboratory	4/5/2023
Policy and Forms Steering Committee Approval (if needed)	Gail Juleff: Project Mgr Policy	4/5/2023
Lab Chemistry Best Practice Committee	Caitlin Schein: Staff Physician	4/5/2023
Lab Chemistry Best Practice Committee	Qian Sun: Tech Dir, Clin Chemistry, Path	3/22/2023
	Colette Kessler: Mgr, Division Laboratory	3/22/2023