

Beaumont

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Laboratory Scheduling of Vacation/PTO in Advance - Troy

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

Although we have Paid Time Off (PTO) policies in effect, the laboratory encourages the preplanning of specific dates so that employees may know in advance that they are scheduled off, whenever possible. An addendum has been written to address Vacations during the implementation of a major change in the Laboratory.

II. GENERAL GUIDELINES:

- A. Each section in consultation with Laboratory Administration will determine a minimum number of employees to be scheduled on any given day based on staffing needs required to meet workload requirements.
- B. All vacation requests must be submitted to the section Manager by April 1 each year. First, second, and third choices must be listed. Vacation Request Form is Attachment A.
- C. The submission of a time off request does not guarantee approved time off. Time off is scheduled/approved based on department staffing requirements and adequate PTO balance of the requester. Staff may consider the time off request approved once they have received the time off request form signed by management. Please note; if the PTO balance is inadequate to cover previously approved time off, the approval may be revoked, and the time off denied. Maintaining adequate PTO time is the employee's responsibility. Refer to your paystub for your available PTO hours.
- D. Each Section Manager will grant vacation time based on the following criteria:
 1. Special needs, such as events, which have to be planned 6-12 months in advance, will be given special consideration providing the employee has made this need known to the Manager as soon as the possibility arises.

2. If more than one employee requests the same time, the decision will be made in reverse order of who had the time over the previous two-year period. If an employee changes their request after the approval process has been completed and selects another available block of time for their vacation, they will be held accountable for both periods selected for the next two years.
 3. Seniority will be used only if a decision cannot be reached by any other method.
 4. If there are multiple requests for any given time frame and problems exist, vacation requests will be limited to two consecutive weeks.
 5. Vacation time is determined strictly by date. However, vacation requests for weeks that include a holiday will be subject to the same two-year rotation regardless of the date on which the holiday falls.
 6. Part time employees may not request more than 2 non-PTO scheduled days off per pay period.
- E. Every effort will be made to grant first choices, however, the decision will be based on staffing needs. Employees will be consulted when conflicts arise in requested time. Final decision will be made by the Manager using the criteria listed in II.D.
- F. Vacation requests for time around the holidays, will be granted strictly by staffing needs and the criteria listed in II.D.
- G. The vacation schedule will be prepared and posted in each section by April 30 each year.
- H. Requests received after April 1 will be dated and timed when received and will be considered on a first come, first serve basis after the vacation schedule is completed, again with staffing needs the prime consideration when granting or denying the requested time.

III. INSTRUCTIONS FOR MANAGERS:

- A. Determine maximum allowable benefit time to be allowed on any given day taking into consideration workload needs, and availability of staff in case of emergency situations.
- B. Review maximum daily allowable benefit time with Laboratory Administration.
- C. All request forms received prior to the start of the day on April 2 are to be honored prior to those received after that time.
- D. All request forms received April 2 or later are to have the date and time of receipt recorded under supervisory use only.
- E. Schedule vacations according to the rules established in the Vacation Policy statements for employees submitting requests prior to April 2. Schedule vacations for employees submitting requests after April 2, after all requests received prior to that date have been scheduled and conflicts resolved.

IV. VACATIONS DURING IMPLEMENTATION OF A PARAMOUNT CHANGE/PROJECT:

In the best interest of patient care and so that Beaumont Laboratory-Troy has sufficient resources available pre and post go live of a new Laboratory Information System (LIS), vacations will be

restricted. This will apply to all areas of the laboratory that currently uses a LIS or will use the new LIS for their operation.

- A. If vacation plans have been arranged, your request will be reviewed and approved by Laboratory Administration.
- B. A day or two off is acceptable, but not a week or longer.
- C. Staff committed 100% to the LIS Implementation cannot schedule vacations during the implementation time period.
- D. Superusers defined and trained cannot schedule vacations during the implementation time period.
- E. Managers and staff covering for the 100% dedicated staff and Superusers will be approved for vacations depending on the section's staffing levels.
- F. Manager and Lab Administration will review any scheduling conflicts and make a decision on whether an employee's vacation is approved or denied.

Attachments

[Laboratory Vacation Request Form.doc](#)

Approval Signatures

Step Description	Approver	Date
Lab Director	Elzbieta Wysteppek: Dir, Lab Operations B	4/26/2023
Policy and Forms Steering Committee (if needed)	Ilene Hirsch: Project Mgr Policy	4/20/2023
Policy and Forms Steering Committee (if needed)	Tracie Rusicka: Lab Quality Coord	4/20/2023
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