

**HOLIDAY & VACATION POLICY – CLINICAL LABORATORY**

- St. Joseph Medical Center Tacoma, WA       St. Clare Hospital Lakewood, WA       St. Elizabeth Hospital Enumclaw, WA
- St. Francis Hospital Federal Way, WA       St. Anthony Hospital Gig Harbor, WA       PSC

**PURPOSE**

To provide a consistent and equitable method to schedule employees for requested and accrued Paid Time Off (PTO) and/or unpaid time off (for those who do not accrue PTO), while continuing to meet the staffing needs of the department.

**POLICY**

FHS laboratories will grant vacation time off based upon staffing and operational needs. While management will strive to approve vacation requests at the optimum time for each employee, this is not always possible. A vacation request will not be granted when it will interfere with the organization’s ability to provide quality care to our patients or if there are not sufficient accruals to cover the requested time off.

**Holidays**

1. Each FHS-defined holiday (except for President’s Day) will be staffed by one of two teams as outlined below. The holiday rotation schedule will alternate between the two teams on consecutive years. This rotation is effective beginning in 2014.

Shift	A Team	B Team
Day	New Year’s Day 4 <sup>th</sup> of July Thanksgiving	Memorial Day Labor Day Christmas Day
Evening	New Year’s Eve 4 <sup>th</sup> of July Thanksgiving	Memorial Day Labor Day Christmas Eve & Christmas Day
Night	Work as per regular rotation or request PTO	

2. Per-diem staff cannot be included in the above rotation, as they cannot have a set assigned schedule. They will be asked to help cover PTO requests.
3. President’s Day is not part of this rotation as our clinics and hospitals operate business as usual on that day. Staff who work this holiday will be compensated at time-and-a-half. If an employee wishes to take the day off, he/she must submit a PTO request.
4. Staff not scheduled to work a holiday based on the A or B team assignment may request to do so on a voluntary basis:
  - Note that volunteering to work an extra holiday does not change an employee’s assigned rotations for the current year, nor does it affect any future holiday assignments for subsequent years.
  - Volunteering for and working an optional holiday will be in addition to the staff member’s other assigned holidays.
  - A holiday volunteer sign-up sheet will be made available to all staff early in the year by January 10<sup>th</sup>. Deadline for volunteer signups is Mar 1.
  - When volunteers have requested to work a holiday, the assigned staff (in order of seniority) will be queried to see if they wish to work their assigned shift or have the day off. If an employee assigned to work a holiday would like to take the holiday off, the most senior volunteer will be granted that day, assuming skill and ability are equal in the opinion of management.

- Final posting of staff working the current year’s holidays will occur by April 1<sup>st</sup>.
5. An employee may schedule days of PTO on either side of the assigned holiday, but may **not** request PTO for the assigned holiday.
  6. Staff working to support Outreach Services will follow their client’s schedule and may be low censused based on that schedule.

**Prime-Time Vacation Requests**

Prime-time requests will follow a more stringent process than regular PTO requests. Once prime-time requests have been approved or denied, regular PTO requests for the time periods listed below will be reviewed. (See the “Regular Vacation Requests” section for more information.)

1. Prime time is defined as:
  - May 15 – Sep 15
  - Dec 15 – Jan 5
2. Prime-time requests are to be submitted during the “open period” of **Jan 1 – Mar 1** of the current year. No prime-time requests will be accepted before Jan 1.
3. All vacation requests submitted by March 1<sup>st</sup> are approved based on seniority. Requests received after March 1<sup>st</sup> will be reviewed on a first come, first served basis.
4. Staff will be notified of prime-time approvals/denials by April 1<sup>st</sup>.
5. In order to honor as many employee prime-time vacation requests as possible, employees will be granted a maximum of two weeks of vacation (10 working days for full time FTE and calculated for part time staff based on FTE equivalence) during prime time - or less as limited by PTO accrual.
6. Management may give consideration to a vacation request exceeding two weeks during prime vacation time for an employee who has an occasional special event.
7. Booking non-refundable trips or tickets prior to approval of the prime-time request is not recommended, as your request for time off may be denied. Doing so will be at your own risk.
8. Once a prime-time vacation request has been granted, it will not be rescinded, except in case of an operational emergency or if the employee no longer has PTO available at the time of the vacation.

**Regular Vacation Requests**

1. Always provide as much notice as possible. At least 30-day notice is required.
2. Through the open period, all PTO requests submitted will be held until April 1<sup>st</sup> and granted based on seniority. Exceptions will be made for PTO that is to be taken during the open period (Jan 1 – Mar 1); those requests will be reviewed and returned within 30 days of submission.
3. All PTO requests submitted after the open period will be considered on a first come, first served basis.
4. Every effort will be made to accommodate requests based on operational needs. If unable to accommodate a request, the manager will contact the employee to discuss possible alternatives before the schedule is posted.
5. Responses to all new requests will be given by the 10<sup>th</sup> of the month. Schedules will be posted by the 15<sup>th</sup> of every month.

6. New requests after the schedule has been posted will be made on case-by-case basis and the employee requesting the time off must find his/her own coverage. Manager must approve of the trade and will update the schedule. If a manager is not available before the date you need off, Tech-In-Charge may approve the trade as long as no OT is incurred and if the trade is between two staff of equal skill and ability.