

 <b>YALE-NEW HAVEN HOSPITAL</b>	<b>TITLE:</b> <b>Immunology Laboratory Paid Time Off (PTO) Request Procedure</b>		<b>DEPT OF LAB MEDICINE</b> <b>Immunology, Flow Cytometry, and Molecular Diagnostics Laboratories</b>
			<b>DOCUMENT NO:</b> IMM132
<b>REVIEW BY PREP/SUPVR:</b> Teodorico Lee, MT (ASCP)	<b>EFFECTIVE DATE:</b> November 13, 2001	<b>REVISION DATE:</b> August 19,2011	Page 1 of 3
<b>LAB MANAGER:</b> Teodorico Lee, MT (ASCP)	<b>DIRECTOR:</b> Brian Smith, M.D.	<b>DIRECTOR:</b>	

**I. Purpose**

The purpose of this policy is to define the Immunology Laboratory’s guidelines for the requesting and granting of scheduled time off under Yale New Haven Hospital’s Paid Time off Program (PTO) (Human Resource Policy # H:18. (<https://hr.ynhh.org/newynhh/policy/h18.pdf>). This policy will include guidelines for requesting individual days off as well as PTO and vacation selection and applies to all personnel of the Immunology Laboratory and will be administered in a fair and equitable manner.

**II. Eligibility**

All regular employees with 24 or more scheduled hours are eligible to participate in the Paid Time Off Program (PTO). Employees earn PTO for each benefit month after the first 90 days of employment, except when on an unpaid leave of absence. Regular part time employees earn PTO benefit month on the basis of hours paid, excluding hours over 40 in any workweek. Exact earning of PTO is detailed in the HR Policy #H:18

**III. General Considerations**

The Department endeavors to meet the needs of all employees, services provided by the laboratory directly affects patient care. This service must be provided on an uninterrupted basis for the YNH patients and Outreach clients. Service needs require maintaining a level of adequate minimum staffing at all times, including holiday periods.

**IV. Use of PTO**

PTO will be used to cover the following in accordance with HR Policy #H:18.

1. Scheduled day(s) off
2. Scheduled vacation
3. All unscheduled time off
4. Requesting Scheduled Days Off
  - a. All request for scheduled time off must be made in writing to the Laboratory Manager or the Assistant Chief Technologist. Requests must be made as far in advance as possible but must be at least 24 hours to be considered as scheduled time off.
  - b. Include the date(s) and a signature

- c. Use Form IMM132c for application for PTO day(s).
5. Granting Scheduled Days-Off
  - a. All requests for scheduled time-off must be approved by the Laboratory Manger and his/her absence the Assistant Chief Technologist.
  - b. PTO day(s) will be granted only if the schedule permits and there is adequate staffing to cover all necessary laboratory functions.
  - c. For PTO days requested before and after the holidays of Thanksgiving, Christmas, and after New Year only one of the three holidays will be granted to an individual with multiple requests (unless no one else has a request).
  - d. PTO may be requested for portions of the day and will be granted to cover appointments so that an individual can complete their needs and then return to work, subject to the same criteria as above.
  - e. Employees have the option of using PTO or flex time for an absence from scheduled work of two hours or less per day. If the absence is more than two hours, the total number of hours needed to supplement the regular schedule must be charged to PTO.
6. Not granting Scheduled Days-off

In cases where an employee's PTO is exhausted, time off of either a day or more may be granted with the approval of the Laboratory Manager or Director. Employees should manage their PTO hours so as not to be confronted with this situation. The decision is made considering the impact of the department's ability to complete its work.

## **V. Vacation Requests**

Request for vacation shall be written on the provided vacation form and submitted to the Laboratory Manger in accordance with the listed time period. Priority week(s), if any, should be starred so that in cases of request duplications from two or more employees, the appropriate week(s) can be granted. Remember, vacation requests are just that, a request for time off. Don't make plans in advance since vacation requests may not always be granted.

1. Request for period of December 1<sup>st</sup> to May 31<sup>st</sup> should be returned by October 15<sup>th</sup>.
2. Request for period of June 1<sup>st</sup> to November 30<sup>th</sup> should be returned by May 1<sup>st</sup>.
3. Request for special vacations are to be submitted to the Laboratory Manager, in writing, as soon as the request is known so that special consideration can be given to the request. It is strongly suggested that no irrevocable arrangements be made for vacations prior to submitting the request for time off. Reservations and early travel arrangement made prior to requesting time off do not guarantee that the requested time will be granted
4. Include alternate dates when possible.

Granting of vacation requests

1. ONLY ONE person will be scheduled off at any time; overlapping of one day may occur. Plan your vacation time accordingly. In instances when it has been historically slow, (Christmas or New Year Holiday) the Laboratory Manager has the discretion to an overlap by granting an individual day (1) off. Unless otherwise permitted by laboratory workload, everyone is allowed two weeks vacation during the summer months of June, July, and August.
2. When possible, some vacation time will be given to as many people as possible at Christmas and New Year. This depends in part on the willingness and co-operation of staff to "give" and "take." When two individuals request the same time period preference will be given to the individual who did not get that particular time off the preceding year.
3. Three or more weeks of vacation may be requested and allowed if the following are met.
  - a. The weeks are consecutive and not during the summer months of June, July, and August.
  - b. There is a special reason for the request and it is planned for well in advance.
  - c. Only one person at a time can go and the preference goes to the person who declares the first intent.
  - d. The person requesting the three or more weeks may select their weeks ahead of schedule provided that no such extended request was made with the past two years.
  - e. In problem situations, decisions will be based on:
    - i. Impact on schedule
    - ii. Consideration of whether one has taken desired time within the previous two years.
    - iii. Whether or not an agreement between all parties involved resulting in a "give" and "take" situation
    - iv. Seniority
4. Use Form IMM132b for application for vacation(s).

## **VI. Vacation Cancellation**

Any cancellation should be communicated to the Laboratory Manager as soon as it is known so that the request can be taken from the calendar and become available to someone else. It is also the Laboratory manager's right to cancel vacations if there is an operational emergency.

Vacation/PTO Guidelines:  
Immunology/Flow Cytometry/Molecular Diagnostics Laboratories  
Doc# 132-A

**Must have enough PTO in the Bank before applying for PTO or Vacation.**

Vacation Guidelines

- Use the Vacation Request Form submitted to the Lab Manager/Asst. Chief Technologist by (Date)
- Only 1 LA or Lab Technician on vacation, 1 Immunology MT or MLT, 1 Flow Tech, and 1 Molecular Tech
- Unless otherwise permitted by laboratory workload, **everyone is allowed only two weeks vacation during the summer months of June, July, and August.**

PTO Guidelines

- Use the PTO Request Form submitted to the Lab Manager/Asst. Chief Technologist
- Decision will be based on the following in the order listed :
  1. Full weeks will be granted over individual PTO days.
  2. Whether or not an agreement can be reached resulting in a favorable outcome for all parties.
  3. Consideration of whether one has taken the same week within the previous two years.
  4. Hospital Seniority.
- If there is an operational emergency vacations/PTO requests may be canceled at the Manager's discretion.
- If there are any further questions please consult the Immunology Laboratory Paid Time Off Policy, Doc# IMM 132.

Teodorico Lee  
Manager

# VACATION SCHEDULING REQUEST

Doc# 132-B

Please indicate vacation time requested for the period:  
Return this form to JR/Penny no later than

NAME: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

(Please specify actual days in the blank below).

## **Use For whole week requests**

1. WEEK OF: \_\_\_\_\_

2. WEEK OF: \_\_\_\_\_

3. WEEK OF: \_\_\_\_\_

4. WEEK OF: \_\_\_\_\_

## **Use for PTO day requests**

1. DAY/DAYS: \_\_\_\_\_

2. DAY/DAYS: \_\_\_\_\_

3. DAY/DAYS: \_\_\_\_\_

4. DAY/DAYS: \_\_\_\_\_

**COMMENT:**

**PTO REQUEST FORM**  
**For use by: Direct Reports to**  
**Teodorico Lee**  
Doc# Imm 132-C

I, \_\_\_\_\_, would like to

\_\_\_\_\_ request PTO

for the following dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
Teodorico Lee  
Manager  
Immunology/Flow Cytometry/Molecular Diagnostics

\_\_\_\_\_  
Date

Form to be submitted and signed by Teodorico Lee/Penny Smith, at **minimum one week** prior to time being requested. Form can be submitted via hard copy.



**Document Author**  
 Joeshpine Annunziata  
 November 13, 2001

**Staff Procedure Review Log**  
**Overtime Policy**  
**Document #: Imm 132**

New  Revision Added URL to the HR PTO Policy, defined form to use for PTO & Vacation requests

Name Printed	Signature	Date of Review	Name Printed	Signature	Date of Review
Penny Smith	<i>Penny Smith</i>	8/22/11	JoAnn Gaudioso	<i>JoAnn Gaudioso</i>	11-12-11
Katelyn Mameiros	<i>Katelyn Mameiros</i>	8/23/11	<i>JoAnn Gaudioso</i>	<i>JoAnn Gaudioso</i>	11/17/11
Kathleen Badzinas	<i>Kathleen Badzinas</i>	8/23/11			
Yvonne J. Gohs	<i>Yvonne J. Gohs</i>	8/23/11			
Susan Gattlich	<i>Susan Gattlich</i>	8-23-11			
MAVIN TRIVEDI	<i>Mavin Trivedi</i>	8/24/11			
Madeline <del>Utter</del>	<i>Madeline Utter</i>	8-24-11			
Denise Rosimas	<i>Denise Rosimas</i>	8/25/11			
Jimmy DeBovise	<i>Jimmy DeBovise</i>	8/25/11			
Anna Parker	<i>Anna Parker</i>	8/25/11			
Regina Smith	<i>Regina Smith</i>	8/25/11			
Lois John	<i>Lois John</i>	8/25/11			
Linda Grunwald	<i>Linda Grunwald</i>	8/26/11			
Ben Davidson	<i>Ben Davidson</i>	8/26/11			
Rex Pafipniski	<i>Rex Pafipniski</i>	8/26/11			
Mark Green	<i>Mark Green</i>	8/27/11			
Denise Scinto	<i>Denise Scinto</i>	8/27/11			
Patricia Lemé	<i>Patricia Lemé</i>	8/29/11			
JoAnn Gaudioso	<i>JoAnn Gaudioso</i>	8/30/11			
Leslie Lang	<i>Leslie Lang</i>	9/1/11			
Rose Scaggins	<i>Rose Scaggins</i>	9/1/11			
Katelyn Mameiros	<i>Katelyn Mameiros</i>	9/29/11			
Virgilio Macalanel	<i>Virgilio Macalanel</i>	11-11-11			