



For contract year July 1, 2019 through July 1, 2022

Approved: 4/2020

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OSUWMC Scheduling Task Force: Tip sheet for Cancellation of Extra Hours

Article 14 Section 3: Cancellation of hours:

When there is a need to reduce the number of staff on a unit, the process will be as follows:

*****CANCEL MANDATORY EXTRA HOURS FIRST*****

1. Cancellation of traveler/agency in overtime.
2. Voluntary time off will be offered in order of seniority to nurses in extra hours as noted on the schedule for that day. (It is their choice, if they want to stay then IRP gets cancelled)
3. Cancellation of IRP nurses in order of inverse IRP seniority (amongst the IRP nurses, they have seniority within their department) on a rotational basis.
4. Cancellation of extra hours for regular nurses in inverse order of seniority. (If no one volunteers to go home and all IRP have been cancelled) In the event a nurse in extra hours is already at work and is sent home, the nurse will not be required to return to work. For nurses who have not yet reported to work, if cancellation of extra hours does not occur at least one and one-half (1 ½) hours prior to the start of the extra hours, the nurse will be paid two (2) hours of pay at the nurse's applicable rate.
5. Voluntary time off will be offered to regular nurses in order of seniority on a rotational basis (after all traveler/agency OT, IRP and Extra hours are cancelled VBT will be offered) (Voluntary time off on paid holidays will be offered in order of seniority only). Voluntary time off will be mutually agreed upon. The nurse may, at the nurse's option, use available vacation, compensatory time, or leave without pay. If the shift is unpaid, the nurse shall receive service credit for all purposes of seniority.
6. The Hospitals shall cancel traveler/agency RNs before requiring other nurses to take mandatory time off.
7. Mandatory time off will be assigned to nurses in inverse order of seniority on a rotational basis. If mandatory time off is being assigned before the start of the shift, the Hospitals will provide at least one and one-half (1 ½) hours' notice to the RN(s). No advance notice will be required for nurses who are working. The nurse may, at the nurse's option, use available vacation, compensatory time or leave without pay. If the shift is unpaid, the nurse shall receive service credit for all purposes of seniority. In no case shall a charge nurse be required to mandate another staff nurse to take time off.



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1. Cancellation of extra hours ****AFTER you have cancelled all mandated hours**** You would cancel regular nurses in inverse order of seniority. That means the least senior nurse gets cancelled first. When you are cancelled it is for the **ENTIRE** shift, you **DO NOT** have to come back to work, **unless it is mutually agreed upon.** (Article 15.1)

- You are working 12 hrs of OT. You get a call from the charge nurse that you're cancelled at 0700. Do you need to come in at 1100 or 3pm if needed? NO, unless you want to. It must be mutually agreed upon.

Does IP get cancelled first? No. Anything worked above your FTE is considered EH. So Schedule build IP, in the moment IP, over time, over percent or just extra hours are all treated the same. Cancellation of extra hours is by **SENIORITY** only. (Float nurses are considered part of the unit staff, they are not cancelled 1st)

- Your unit is overstaffed and you need to cancel someone. You have 1 nurse in IP and 1 nurse in over percent, who goes home? All hours worked above your FTE are considered EH, so the least senior of the 2 goes home. Cancellation is by seniority only.

2. VBT (voluntary benefit time) (kronos code: x low census voluntary) will be offered to regular nurses in order of seniority on a rotational basis. This means that the nurse who took VBT the date farthest back will be offered first. This is totally Voluntary, you CAN say NO Thank-you, and come to work and work your scheduled shift, (you **CANNOT** be forced to take VBT) and the supervisor will move down the list and offer to the next in line. You may use vacation, comp, or leave without pay. (if the shift is unpaid, the nurse shall receive service credit for all purposes of seniority) This means you will not forfeit any IP.

- You are working a scheduled 12hr shift and the supervisor offers you VBT at 1100, but they need you to come back at 3pm. Do I HAVE to come back? YES, because you were only offered VBT for that 4hr block of time, you are still obligated to fulfill the remainder of your scheduled shift. (You can say NO to the offer and stay and work your entire shift-VBT is strictly VOLUNTARY)

VBT (Voluntary benefit time) on a HOLIDAY. Voluntary time off on paid Holidays will be offered in order of Seniority **ONLY**. Again, you **CANNOT** be forced to take VBT.

3. Mandatory time off (kronos code: x low census mandatory) will be assigned to nurses in inverse order of seniority on a rotational basis. This means that if NO ONE wants VBT the hospital may Mandate you to stay home. The supervisor must provide one and one-half (1 1/2) hours' notice before the start of your shift. No advance notice will be required for nurses who are working. You may use vacation, comp, or leave without pay. (if the shift is unpaid, the nurse shall receive service credit for all purposes of seniority) This means you will not forfeit any IP. When you are mandated to stay home it is for the **ENTIRE** shift, you **DO NOT** have to come back in to work....**Unless The nurse may enter in an on-call status by mutual agreement.** If you enter in an on call status, you will receive on call pay for the entire shift and would need to report to the unit in 1 1/2 hours when called in to work. You can only be mandated to stay home three (3) non-holiday dates and no more than one holiday date in a fiscal year.