

# HOLIDAY SCHEDULING GUIDELINES 2023



**Per article 19 section 4:** All full and part-time registered nurses will be scheduled off at least one (1) of Thanksgiving Day or Christmas Day, unless mutually agreed upon.

After requests have been submitted, individuals will be contacted, by highest seniority, to ask if they “absolutely want to work” and then individuals may be removed from given days based on seniority. Please keep in mind that a balanced schedule must be posted and that balancing will be conducted per **Article 14 Section 2 Schedule build**: Patient care needs are the primary driver of scheduling and assignment of hours. After considering skill mix, clinical competencies, benefit and off-unit time, patient activity and type, and legally required job modifications and accommodations, in the event that more than one nurse (including IRP) requests the same scheduled hours, the hours will be assigned to the most senior nurse. It is not the intent to schedule an IRP nurse or traveler/agency nurse to displace a regular staff nurse’s schedule request. All regular staff shall be scheduled up to their FTE.

IRP scheduling is outlined in Appendix D Section 9: IRP nurses may be scheduled as determined by the Hospitals. IRP nurses are required to work a minimum of sixteen (16) hours per four (4) week schedule (eight (8) of those hours are to be worked on weekends) and one (1) eight (8) hour shift on Thanksgiving, Christmas or New Year’s dates.

**FYI-each shift will be staffed to historic capacity.**

**Reminder:** A part-time nurse who is not scheduled to work a holiday during a single-holiday week may use either available vacation or available compensatory time to make up the difference between the holiday benefit hours paid and the nurse’s shift as defined in Article 19, Section 3

We **encourage** staff to sign up for additional Holidays so that everyone regardless of seniority can have meaningful time with loved ones this holiday season.

- The day after Thanksgiving (black Friday) (Premium pay and benefit day)
- Sunday Christmas Eve 12/24 (Premium pay day)
- Tuesday 12/26 (benefit day)
- Sunday 12/31 New Year’s Eve (not a paid Holiday)
- Monday 1/1 New Year’s Day (Premium pay day and benefit day)



**\*\*SPECIAL NOTE:** In double-holiday weeks (such as Thanksgiving and Christmas weeks) per article 14 Section 2 In double-holiday weeks, opportunities will be first offered to volunteers. A nurse who volunteers to work up to 8 additional hours will not be scheduled any other additional hours unless mutually agreed. A nurse who volunteers to work up to 8 additional hours **will also receive all applicable incentive pays.** (see SBIP Holiday MOU)

If you have any questions regarding the scheduling process for the holiday period, please ask your schedule rep, your manager, your ONA rep or you can also refer to the ONA contract. **Reminder, holiday requests for 11/19/23 through 01/13/24 are due no later than 10/16/23**

Approved by Schedule Task Force 9/28/2023