



OSUNO/OSUWMC Joint Scheduling Task Force: Guidance on Holiday Benefit Pay versus Holiday Premium Pay and SBIP during the weeks containing Thanksgiving 2023, Christmas Eve/Day 2023 and New Years 2024

This statement is intended to provide clarity and certainty for, nursing supervisors, nurses, and managers on scheduling and SBIP during the weeks containing Thanksgiving 2023, Christmas Eve/Day 2023 and New Years 2024. Specifically, how Holiday Benefit Pay and Holiday Premium Pay are treated if the holiday falls on a weekend.

To help ensure appropriately staffed schedules during holiday weeks OSUWMC Nursing Leadership and ONA/OSUNO Leadership have worked collaboratively to expand the use of SBIP during holiday weeks.

Holiday Scheduling MOU (Expanded use of SBIP during holiday weeks)

During weeks containing a holiday or holidays, bargaining unit nurses who are not working the actual holiday(s) (holiday premium day(s)) shall be entitled to schedule themselves up to their full time equivalent (“FTE”). Any hours worked that result in time over FTE when combined with holiday benefit time qualify for Schedule Build Incentive Pay (“SBIP”), as defined in the Memorandum of Understanding: Patient Demand Incentive Program, regardless of the functional vacancy rate.

*This MOU **does not apply to time picked up after the posting of the schedule.** Only hours picked up during schedule creation are eligible for SBIP under the terms of this agreement. All other hours picked up are subject to the Memorandum of Understanding: Patient Demand Incentive Program, including functional vacancy rate requirements.*

Thanksgiving Holiday (A 90% FTE only has to account for 36 hours in the week. If you typically work 3 – 12’s your schedule could look like this):

11/19 Sun	11/20 Mon	11/21 Tues	11/22 Weds	11/23 Thurs (Holiday Benefit and Premium)	11/24 Fri (Holiday Benefit and Premium)	11/25 Sat	Could be scheduled up to additional 8 hours during schedule creation if not working holiday or extra hours**
				Holiday OFF	Holiday OFF	Work	yes
		Work (*SBIP*)	Work	Holiday OFF	Holiday OFF		No
Work				Work	Work		No
	Work			Work	Holiday OFF		No
		Work	Work (*SBIP*)	Holiday OFF	Work		No
Work (*SBIP*)	Work (*SBIP*)	Work		Holiday OFF	Holiday OFF		No

1. Thanksgiving and Black Friday (Columbus Day Observed) - Holiday benefit and Premium Pay Day (Only receive premium pay if you work this day)

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Christmas Eve (12/24) and Christmas Day (12/25) Holiday (A 90% FTE only

has to account for 36 hours in the week. If you typically work 3 – 12’s your schedule could look like this):

12/24 Sun (Holiday Premium)	12/25 Mon (Holiday Benefit and Premium)	12/26 Tues (Holiday Benefit)	12/27 Wed	12/28 Thur	12/29 Fri	12/30 Sat	Could be scheduled up to additional 8 hours during schedule creation if not working holiday or extra hours**
	Hol OFF	Work					yes
Work	Hol OFF	Hol OFF					no
	Hol OFF	Hol OFF			Work		yes
Work	Work	Work					no
	Work	Hol OFF		Work			no
	Hol OFF	Work				Work (*SBIP*)	no
	Hol OFF	Hol OFF	Work	Work (*SBIP*)	Work (*SBIP*)		no
	Work	Work	Work (*SBIP*)				no
	Hol OFF	Work		Work (*SBIP*)	Work (*SBIP*)		no
	Hol OFF	Hol OFF	Work	Work (*SBIP*)			no

Christmas Eve (12/24) and Christmas Day (12/25) fall on Sunday/Monday this year. Therefore, the Holiday Premium and Holiday Benefit Days will be as follows—

1. December 24, 2023- Holiday Premium Pay Day (Only receive premium pay if you work this day)
2. December 25, 2023- Holiday Premium and Benefit Pay Day
3. December 26, 2023- Holiday Benefit Pay Day

****Thanksgiving and Christmas are a double holiday weeks** therefore article 14.2 applies: 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. **(Please refer to the Holiday MOU SBIP above)** If scheduling needs remain, nurses who are not scheduled to work on either of the holidays and have not volunteered for additional hours, may be scheduled to work an additional eight (8) hours (above their normal schedule). These hours will be assigned in order of inverse seniority

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New Year’s Day Holiday (A 90% FTE only has to account for 36 hours in the week. If you typically work 3 – 12’s your schedule could look like this):

12/31 Sun	1/1 Mon (Holiday Benefit and Premium)	1/2 Tues	1/3 Weds	1/4 Thurs	1/5 Fri	1/6 Sat
	Work		Work			Work
	Holiday OFF	Work (*SBIP*)	Work	Work		
Work	Holiday OFF			Work		

*12/31 is not a recognized holiday.

New Year’s Day falls on a Monday this year. Therefore, the Holiday Premium and Holiday Benefit Day will be as follows—

1. January 1, 2024- Holiday benefit and Premium Pay Day (Only receive premium pay if you work this day)

Holiday Benefit Pay (Thursday November 23, Friday November 24, Monday December 25, Tuesday December 26, and Monday January 1):

All Fulltime Nurses (.9FTE or above) will receive 8, 10 or 12 hours on these days based upon 50% or more of the nurse’s scheduled shifts during the four-week schedule posted.

1. If you work on the Benefit Days you will receive the hours you actually work, plus the holiday Benefit Pay.
2. If you do not work on the Benefit Days you will still receive the 8, 10 or 12 hours of holiday Benefit Pay.

Part-time nurses who do not work on a holiday shall receive holiday benefit pay for the holiday benefit date on a pro-rata basis according to the percentage of their appointments of eight (8) straight time hours.



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For the Purposes of Cancellation when a Holiday Falls on the weekend: The day that is the **actual Holiday (the day with Premium Pay attached to it) will be considered when offering Voluntary Time Off by seniority only in accordance with Article 14.3**

Current Contract Language:

The current collective bargaining agreement Article 14, Section 3 contains the following language:

Cancellation of hours:

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

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.*
3. *Cancellation of IRP nurses in order of inverse IRP seniority on a rotational basis.*
4. *Cancellation of extra hours for regular nurses in inverse order of seniority.*
5. *Voluntary time off will be offered to regular nurses in order of seniority on a rotational basis **(Voluntary time off on Holiday Premium Pay Days will be offered in order of seniority only, this applies to November 23rd, 24th, December 24th, 25th and January 1st)** Voluntary time off will be mutually agreed upon.*
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. **

**** No nurse may be directed to take mandatory time off on more than one holiday date in a fiscal year. If a nurse meets the above limits, the nurse will be exempt from taking mandatory time off for the remainder of the fiscal year. (see Article 14, Section 4)***

Nurses, Nursing Supervisors, or Managers with questions about the cancellation of Extra Hours on a Holiday can contact Scheduling Task Force Co-Chairs Amy Pompeii, Cindy Mack, or Tova Myers.

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