

July 1, 2025-June 30, 2028

## OSUNO/OSUWMC Schedule Task Force: Guidance on Primetime Summer (06/01-09/30) Vacation Request Process 2026

These guidelines are intended to provide clarity for nurses and managers on the steps to take when requesting and approving Primetime Summer Vacation in accordance with Article 20 Sec 5A of the Collective Bargaining Agreement.

### Timeline:

Primetime		Summer (06/01-09/30)
1st Round	Book/Document Out for 1st Round Requests	January 15th
	Book/Document Collected for 1st Round	February 15 <sup>th</sup> (Monday Feb 16 0800)
	<b>1st Round Approvals Published</b>	<b>February 28<sup>th</sup> (Monday March 2 0800)</b>
<b>**2nd Round is for Nurses who did not get any Vacation in 1<sup>st</sup> round**</b>		
2nd Round	Book/Document out for 2 <sup>nd</sup> Round Requests	February 28 <sup>th</sup> (Monday March 2 0800)
	Book/Document collected for 2nd Round	March 7 <sup>th</sup> (Monday March 9 0800)
	<b>2nd Round Approvals Published</b>	<b>March 15<sup>th</sup> (Monday March 16 0800)</b>
3rd Round	Book/Document Out for 3 <sup>rd</sup> Round Requests	March 15 (Monday March 16 0800)
	Book/Document Collected for 3rd Round	March 22 <sup>nd</sup> (Monday March 23 0800)
	<b>3rd Round Approvals Published</b>	<b>April 5<sup>th</sup> (Monday April 6 0800)</b>

### Things to remember:

- In the event that the deadline dates fall on a weekend, the deadline will be extended to Monday at 0800.
- The primetime request period is from June 1<sup>st</sup> through September 30<sup>th</sup>.
- Vacation requests **must include both a start date/end date and number of hours being requested**.
- Once time off has been approved in the book **it is then the employees responsibility to enter the “TIME OFF REQUEST” and paid Benefit Time in to UKG so that it appears on their schedule during schedule build time**.
- Vacation time accrual requirement: Per the ONA contract *“Vacation time off need not be accrued at the time of the request; however, the nurse must be able to accrue the total amount of vacation being requested prior to the posting of the schedule which contains the dates being requested off.”*
- For first round of Primetime, requests are limited to four (4) weeks.
- For first round of Primetime, weekend shifts may not exceed ten (10) total shifts.
- Conflicts in choices within nursing units will be resolved on the basis of Hospital seniority insofar as is reasonably possible.

### Hours per Week Allotment:

- 1<sup>st</sup> Round- Managers will clearly indicate the total number of hours available to take each week of the request period.
- 2<sup>nd</sup> Round- After 1<sup>st</sup> round approvals have been posted, Managers will clearly indicate the remaining hours available to take each week of the request period. **\*\*2<sup>nd</sup> Round is only open to those nurses who did not receive ANY vacation in round one\*\***
- 3<sup>rd</sup> Round- After 2nd round approvals have been posted, Managers will clearly indicate the remaining hours available to take each week of the request period.
- After 3<sup>rd</sup> Round- Any remaining hours will be made available to nurses to request during the coinciding schedule request period for that time frame and will be awarded by seniority when the schedule posts.

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### FAQ's (Frequently asked Questions)

**Question:** How are the vacation hours allocated?

**Answer:** The number of hours allocated are dependent upon a variety of factors that can affect staffing (ie: vacancy rate, pre-approved leaves). Hours will be allocated by week. It is manager discretion how those hours are distributed across the week. During holiday weeks the unit's vacation allotment may be reduced and the total hours allowed will be clearly indicated.

**Question:** Can I give back approved primetime hours once approved?

**Answer:** Yes, Vacation hours that are approved during the primetime process must be given back **BEFORE** the schedule request deadline closes, so that schedule reps and managers can offer the vacation hours back out. First to nurses that were denied in primetime in order of seniority. Second to any vacation requests made after primetime approvals that were denied, in order of seniority.

**Question:** Can I give back approved primetime hours once the schedule posts?

**Answer:** No, Once the schedule posts with approved primetime vacation hours, you are required to use and cannot give back those hours.

**Question:** If I transfer units after primetime requests were approved, will my vacation be honored?

**Answer:** Yes, Staff that transfer in or out will have their approved vacation requests honored.

**Question:** During Holiday weeks, does the Holiday Benefit count as part of my requested vacation hours?

**Answer:** Holiday benefit time should not be included in the total allotment of vacation hours during holiday weeks

### **Filling out the Primetime Request Book/Document:**

- These are vacation requests and **NOT** schedule requests. Only dates requested off during pre-approval and in conjunction with paid benefit time are able to be approved and awarded during schedule build.
- You must use Vacation time for these requests to be considered for approval during summer primetime vacation request period, otherwise it is simply just a schedule request and should wait to be entered until the corresponding scheduling period is due.
- Mark an "x" in each date you would like to be off. Also list the amount of vacation time (**number of hours**), per week, you would like to take for the time period requested. An "x" without associated benefit hours will not be approved or denied in the published book/document. Please see example below:

Name	FTE	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Nurse 1	0.9	x	x	12hr	12hr	12hr	x	x							
Nurse 2	0.9			12hr	x	x	x	x	x	x	x	x	12hr	x	
Nurse 3	0.8							x	x	x	x	x	16hr	x	
Nurse 4	0.6			x	x	x	x	x	12hr	x					
Nurse 5	1.0				24hr	x	x	x	x	x	x	x	x	x	40hr

Nurses or Managers with questions about Primetime Summer Vacation Process or difficulty with implementation can contact Schedule Task Force Co-Chairs Amy Pompeii, Melissa Hartman or Nikki Rizer.