



July 1, 2025-June 30, 2028

OSUNO/OSUWMC Joint Vacation Task Force: Guidance on Requesting and Approving Vacation time outside of primetime, between October 1 and May 31st for calendar year 2026.

This statement is intended to provide clarity and certainty for nurses and managers on requesting and approving Vacation time outside of primetime in accordance with Article 20 Section 5.

Article 20 Section 5 letter B: Requests for vacation which will commence and end between October 1st and April 30th shall be approved or disapproved **twelve (12) weeks prior to the posting of the regular four (4) week schedule that includes the vacation time off requested**. Conflicts in choice within a nursing unit will be resolved on the basis of Hospital seniority, insofar as is reasonably possible. Each vacation request shall include the first day through last day of the vacation and the total number of hours of benefit time.

Wanting to take vacation between these dates:	Need to submit a Request in UKG by:	Manager will approve or disapprove by:
1/11/2026-2/7/2026	8/29/2025	9/5/2025
2/8/2026-3/7/2026	9/26/2025	10/3/2025
3/8/2026-4/4/2026	11/21/2025	11/28/2025
4/5/2026-5/2/2026	12/19/2025	12/26/2025
5/3/2026-5/30/2026	1/16/2026	1/23/2026
6/1/2026-9/30/2026	PRIMETIME	PRIMETIME
10/1/2026-10/17/2026	6/5/2026	6/12/2026
10/18/2026-11/14/2026	7/3/2026	7/10/2026
11/15/2026-1/9/2027	7/31/2026	8/7/2026

- You can make requests up to 365 days in advance.
- Vacation time off need not be accrued at the time of 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.
- Any remaining Vacation hours after the 12 weeks approval process will be available to request and will be approved during schedule creation of the schedule in which the requested date falls, by seniority.

❖ ***If a nurse is approved Vacation in the twelve (12) week approval process, they can not be later denied the time because a more senior nurse requests the same dates during schedule creation***

Nurses, Nursing Supervisors, or Managers with questions about the requesting and approval process of vacation time outside of primetime can contact Schedule Task Force Co-Chairs Amy Pompeii, Nikki Rizer or Melissa Hartman.

Approval:
Schedule Task Force 9/10/2025
LMC 10/29/25