



OSUNO/OSUWMC Joint Scheduling Task Force: Guidance on the Cancelling of Extra Hours on a Holiday.

This statement is intended to provide clarity and certainty for, nursing supervisors, nurses, and managers on how Extra Hours are to be cancelled on a Holiday.

When a nurse is scheduled to work on a Holiday during the schedule build process those hours are part of that nurse's FTE. **These are regular hours.** Any needs that arise on a Holiday (whether incentive pay or not) after the schedule is posted are considered Extra Hours for the purposes of cancellation. When a staff member picks up these posted Extra Hour opportunities the manager will code them in Kronos as Extra Hours.

As outlined in Article 14, Section 3: Nurses in **Extra Hours** on a Holiday will be cancelled in order of seniority prior to nurses in regular hours. After Extra Hours are cancelled nurses in regular hours will be offered VTO.

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 Paid Holidays will be offered in order of seniority only) 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.

Approval:

Scheduling Task Force 4/9/2021