



OSUNO/OSUWMC Joint Vacation Task Force: Guidance on Restoring Lost Vacation Time

This statement is intended to provide clarity and certainty on the current practice for nurses and managers on the steps to take to restore lost vacation time. With the constant development of Workday this process may be updated/changed in the future.

For a nurse who would realize they lost their vacation hours, we would follow the contract language:

Article 20, Section 3: *A nurse may accumulate vacation pay and vacation time off up to twohundred and forty (240) hours. Any accumulated vacation on a nurse's anniversary date in excess of two-hundred and forty (240) hours shall be eliminated from the vacation balance. In hardship cases, a nurse may submit a written appeal to the Medical Center's Administrator of Human Resources when a nurse's vacation balance is eliminated under Article 20, Section 3. The appeal shall specify the reason(s) why the nurse seeks to have eliminated hours restored to the nurse's vacation balance. The Administrator shall, in their discretion, decide whether the nurse's balance was eliminated due to the nurse's inability to use the eliminated hours because the operational needs of the Medical Center reasonably precluded the nurse's use of these hours. The Administrator shall have the discretion to grant or not grant the nurse's appeal and their decision shall not be subject to review or appeal under Article 12 of this Agreement, and shall not be otherwise reviewable or appealable*

The nurse would need to provide detail of when their time off service date is/was, the amount of hours they are looking to have restored, why they were unable to take their time in the past year, and the plan to take time to avoid the same situation in the upcoming year(s). The information would need to be submitted to Kristie Henneman (Kristie.henneman@osumc.edu) and approval/denial would be based on the detail submitted and any other relevant information provided by the department. If approved, the lost vacation would be restored within two pay periods after the Time Off Service Date to be restored in Kronos.

As an extension of this process, and with the presence of Workday, we are able to work ahead of these situations if we are within 30 days of the time off service date. For these situations, a nurse can go to their manager and request they submit the same information to Kristie Henneman (Kristie.henneman@osumc.edu) for review and consideration of approval/denial. If approved, the lost vacation would be restored within two pay periods after the Time Off Service Date to be restored in Kronos.

Nurses or Managers with questions about restoring lost Vacation time can contact Vacation Task Force Co-Chairs Amy Pompeii or Heidi Basinger.

Approval:
Vacation Task Force 7/5/2023