



## Vacation Scheduling Trial Overview

Since July 2020, a work group comprised of OSUNO members and Nursing leadership have been meeting biweekly to collaboratively to develop a plan to develop a new vacation scheduling process to:

- Help increase overall vacation access
- Allow nurses to plan more in advance
- Allow younger tenured nurses to gain more approved vacation.

Please see [osuno.com/scheduling](https://osuno.com/scheduling) for the MOU and associated documents. Details about the Trimester Vacation Process includes:

- Trimester first round request due dates are January 1, May 1 and September 1.
- Each trimester will include a first and second round of requests.
- Requests will be either entered in the unit request book or an electronic method where staff can see others requests. Requests books/electronic calendars will be open 30 days prior to due date. Please be careful to only edit your own row. Requests should be made in the request book/ electronic calendar. Once approved the employee must enter all requests into Kronos prior to schedule build. 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.
- First round requests are due on the 1st day of the month, 4 months prior to the beginning of each trimester, with approvals posted on the 21st of that month.
- Second round requests will be due on the 7th of the following month with approvals posted on the 21st. (see attached scheduling periods)
- To modernize the language, the 5-day language was removed. Instead, staff will request the total number of hours and the start and end date of their vacation request.
- Essentially staff can request one vacation day and get it pre-approved in this process.

The request process will go into effect December 1, 2020 for the summer trimester request period that begins May 1, 2021 and will be a pilot until the next contract negotiations. The vacation scheduling taskforce will continue to meet monthly to discuss feedback and evaluate the process.

If you have questions, please reach out to Elizabeth DiGiannantoni (OSUNO Co-Chair) at 614-327-5227 or Heidi Basinger (OSU Co-Chair) at 614-293-0506.