

**MEMORANDUM OF UNDERSTANDING
VACATION SCHEDULING TRIAL**

This Memorandum of Understanding (hereafter referred to as “MOU”) is entered into by the Ohio State University Nurses Association and The Ohio State University Wexner Medical Center.

The purpose of this MOU is to trial a new vacation scheduling process pursuant to the Side Letter on Vacation Scheduling.

By executing this document, the parties agree that:

1. Effective January 1, 2021, the vacation scheduling process outlined in Article 20, Section 5A and Section 5B shall be replaced with the following:
 - A. All requests for scheduled time off shall include the first day through last day of the vacation request and the total benefit time requested.
 - B. **Vacation Requests for January 1 – April 30 (Spring):** A paper request book or electronic document will be provided by the medical center and accessible to all nurses with a list of nurses in descending seniority and will be posted no later than August 1. Requests for scheduled time off which will commence January 1 and end no later April 30, shall be made in writing by the nurse by September 1. Conflicts in choices within nursing units will be resolved on the basis of Hospital seniority. The Hospital shall post a vacation schedule for the above-defined period no later than September 21. A second round of requests will be completed and are due October 7 for any open slots on the posted vacation schedule. The Hospitals shall post the schedule which includes second approved and denied requests by October 21. A unit may choose either a paper book or electronic request document provided that nurses are still able to view seniority and requests.
 - C. **Vacation Requests for May 1 – August 31 (Summer):** A paper request book or electronic document will be provided by the medical center and accessible to all nurses with a list of nurses in descending seniority and will be posted no later than December 1. Requests for scheduled time off which will commence May 1 and end no later than August 31, shall be made in writing by the nurse by January 1. First round request shall be limited to hours equivalent to five (5) weeks at the nurses’ FTE. Conflicts in choices within nursing units will be resolved on the basis of Hospital seniority. The Hospital shall post a vacation schedule for the above-defined period no later than January 21. A second round of requests will be completed and are due February 7 for any open slots on the posted vacation schedule. The Hospitals shall post the schedule which includes second approved and denied requests by February 21. A unit may choose either a paper book or electronic request document provided that nurses are still able to view seniority and requests.

D. **Vacation Requests for September 1 – December 31 (Fall):** A paper request book or electronic document will be provided by the medical center and accessible to all nurses with a list of nurses in descending seniority and will be posted no later than April 1. Requests for scheduled time off which will commence September 1 and end no later than December 31, shall be made in writing by the nurse by May 1. Conflicts in choices within nursing units will be resolved on the basis of Hospital seniority. The Hospital shall post a vacation schedule for the above-defined period no later than May 21. A second round of requests will be completed and are due June 7 for any open slots on the posted vacation schedule. The Hospitals shall post the schedule which includes second approved and denied requests by June 21. A unit may choose either a paper book or electronic request document provided that nurses are still able to view seniority and requests.

2. Prior to December 1, 2020, the Vacation Scheduling Task Force will conduct outreach and education regarding the vacation request and approval process to be trialed.
3. The Vacation Scheduling Task Force (VSTF) agrees to continue meeting on a monthly basis through September 30, 2021 for the purposes of (a) reviewing and evaluating the effectiveness of the trial program; (b) making any mutually-agreed upon modifications to the trial program the VSTF deems necessary; and (c) continuing to perform outreach and education during the trial program. Meetings may continue beyond September 30, 2021 by mutual agreement.
4. The trial will last until the end of the current collective bargaining agreement. The parties may end the trial by mutual agreement but are encouraged to meet and work through any issues before ending the trial.
5. Based on the information gained from the trial, the VSTF will prepare a proposal for consideration by both parties during the next round of contract negotiations.

This MOU supersedes any previous agreements executed by the parties regarding this subject.

This MOU does not establish a precedent for how similar matters will be addressed in the future.

This Agreement is entered into and signed this ____ day of _____, 2020.

Signatures

The Ohio State University Nurses
Organization

The Ohio State University

The Ohio Nurses Association