

MNU VACATION SCHEDULING GUIDELINES

Revised January 2009

The goal of the MNU Vacation Scheduling Guidelines is to ensure that all nurses employed at the Health Sciences Centre, and covered by the MNU Collective Agreement receive their annual vacation scheduled in a fair and consistent manner.

The Managers are responsible for ensuring that these vacation scheduling procedures are implemented in their respective nursing units by the deadlines stipulated and to ensure that vacation is scheduled for all nurses covered by the MNU Collective Agreement in accordance with these procedures.

A. VACATION ENTITLEMENT LISTS

1. MNU Vacation Entitlement Lists for each unit will be posted in an accessible location by February 1st of each year.
2. The Vacation Entitlement List shall reflect each nurse's projected vacation entitlement as at April 30th of each year.
3. The Vacation Entitlement Lists will be prepared in seniority order and will indicate the following:
 - i) a) Number of nurses in each occupational classification that may be scheduled for vacation at any one time, i.e. LPNs, Nurse IIs and Nurse IIIs
OR
b) Total number of nurses, regardless of classification that may be scheduled for vacation at any one time.
 - Nurses in Ambulatory Care area cost centers reporting to the same manager can be grouped together for the purposes of vacation selection and approval.
 - All Nurse Educators can be grouped together for the purposes of vacation selection and approval and the applicable manager in consultation with the Director, Nursing Education, shall determine the number of Nurse Educators who can be away at any one time.
 - ii) Nurses name
 - iii) Projected vacation entitlement hours
 - iv) Projected vacation entitlement in weeks-this is to include the bonus week of vacation identified in Article 2104 of the Collective Agreement

It is the responsibility of the manager to determine the number of nurses per classification or combined classifications that can be away at any one time. The number is based on the total vacation entitlement weeks of the nurses on the unit divided by 52 weeks. The formula is:

- Add up all the weeks of entitlement for all nurses in each classification see (a) above) or for all nurses on the unit (see b) above)
- Divide this number by 52 weeks to give you the **minimum** number of nurses that need to be granted vacation each week regardless of shift pattern.
Eg. $296 \text{ weeks} / 52(\text{weeks in year}) = 5.69$ or 6 nurses per week
- Plot all weeks to ensure that all nurses will be able to get all their weeks of vacation
- Identify on the Vacation Entitlement List(s) the number of nurses who can be away on vacation each week. This number may vary between weeks during the vacation year in order to ensure the flexibility required to meet operational requirements of the

unit. However, these variations must be clearly indicated on the Vacation Entitlement Lists prior to vacation selection appointments commencing.

Eg. Unit A may have 2 Nurse IIs off on vacation during Christmas and New Years, three Nurse IIs off during Spring Break and 4 Nurse IIs off during the balance of the vacation year.

Unit A may have 1 Nurse III off on vacation during the summer months, 1 Nurse III off during Christmas and New Years and 2 Nurse IIIs off during the balance of the vacation year.

B. VACATION REQUESTS

1. Prior to February 15th of each year a schedule will be posted scheduling an appointment for all nurses in order of seniority with their manager. It is imperative that nurses are provided with sufficient notice of their vacation scheduling appointment. It is also imperative that nurses on LOA (including WCB, D&R, MPI, maternity, compassionate care and education leaves), Income Protection, Vacation, etc. are notified of their vacation scheduling appointment.
2. The purpose of this appointment is for each nurse to indicate in writing her/his choice of vacation dates.
3. The earliest day these appointments are to commence is February 15th.
4. Nurses in term positions shall also indicate their vacation requests on the unit that they are working on when their appointment is scheduled.
5. These appointments shall take place in person, unless otherwise mutually agreed, and shall include reviewing the vacation selected/approved to date. The Health Sciences Centre is prepared to mutually agree with nurses to select their vacation by telephone or a designate of a nurse if prior arrangements are made with the manager, but as indicated above the expectation is that the "appointments shall take place in person" as per Article 2109 of the Collective Agreement.
6. Appointments can be scheduled in 30-minute intervals, as nurses are to come to the appointments prepared to indicate in writing her/his choice of vacation dates.
7. **All of the nurse's earned vacation must be chosen at the vacation scheduling appointment, except for the three (3) 7.75 hour days (23.25 hours) (or two 12 hour shifts) as per Article 2101 of the Collective Agreement.** If nurses do not select these three (3) days during their vacation scheduling appointments, seniority will not be considered when these dates are requested at a later date. A nurse must request to use these vacation days in accordance with Article 1501 of the Collective Agreement.

Please note that when a nurse requests to retain up to 3 vacation days, the number of weeks of vacation that the nurse may request are reduced in accordance with the table outlined in # 15.

In situations where a nurse has saved three days and this request results in the nurse having a partial week of vacation, it is understood that the nurse may request to use banked Recognized Holidays to complete this partial week of vacation in accordance with Article 2206.

The bonus week of vacation identified in Article 2104 shall be requested at the same time that a nurse is requesting the rest of her/his vacation even if the request is granted prior to the nurse's anniversary date. However, if the nurse resigns her/his position at the Centre after taking the bonus week and prior to the anniversary date, the bonus week of vacation

shall be deducted from the nurses final pay cheque. This would apply to nurses who transfer to another employer under the Portability Provisions or who resign and secure a position with another employer not covered by a MNU Collective Agreement. A nurse who transfers to another employer under the Mobility provisions would not be required to pay this time back.

8. A nurse **must** use current annual vacation, (which was earned during the previous vacation), during the current vacation year. If the current annual vacation is not used, then the Centre has the right to schedule the vacation prior to the end of the current vacation year. Vacation may be paid out only in extenuating circumstances. Nurses who go on a leave of absence (other than Maternity or Parental Leave) which extends beyond the current vacation year shall have their vacation paid out at the end of the current vacation year. (See # 12 for Maternity and Parental Leave)
9. The selected vacation schedule shall be updated on an ongoing basis and shall be posted in an accessible location to allow nurses to remain current on what vacation periods have already been selected. The selected vacation schedule should be updated immediately following each nurse's selection.
10. **It is mandatory for nurses to attend their vacation scheduling appointment.** Except in extenuating circumstances, a nurse who fails to attend her/his appointment to indicate her/his choice of vacation dates shall be placed at the bottom of the seniority list for that unit. Accordingly, when the schedule of appointments is completed the manager will meet with the nurse(s) who failed to attend their scheduled appointment and in consultation with the nurse will schedule said vacation within the time periods remaining. Extenuating circumstances include but are not limited to a motor vehicle accident on the way to the appointment, death in the family, etc. Extenuating circumstances do not include; I forgot, my car did not start, etc.
11. When conducting the vacation scheduling appointments the manager should ensure that they have the Vacation Entitlement List. Each unit may utilize their own desired appropriate calendar for conducting the vacation scheduling appointments. Individual nurses indicate in writing their own vacation requests. These written requests are to be maintained by the manager in a separate file to back up the approved vacation schedule and thereafter can be destroyed after the completion of the vacation year.
12. When a nurse is granted a parenting LOA and is not anticipated to return prior to April 30th, every reasonable effort will be made to schedule her/his vacation prior to the leave. The nurse may retain 5 vacation days (38.75 hours) to utilize upon return from parenting LOA as per Article 2408(c).
13. Vacation is to be requested in weeks, indicating the day of the week vacation is requested to begin as per Article 2101 (i.e. the request is for 3 weeks starting Wednesday, July 6).
14. A part-time nurse who requests one week of vacation that includes her/his entire EFT, is advised that this is 2 weeks of vacation as per Article 3405 (a) and (b).
 - i) One week of vacation is equivalent to half of the nurse's EFT.
 - ii) Two weeks of vacation is equivalent to the entire EFT.

EFT	7.75 Hours/1 Week Vacation	11.63 Hours/1 Week Vacation	7.75 Hours/2 Week Vacation	11.63 Hours/2 Week Vacation
1.0	5 days	3.3 days	10 days	6.7 days
0.9	4.5 days	3 days	9 days	6 days
0.8	4 days	2.7 days	8 days	5.3 days
0.7	3.5 days	2.3 days	7 days	4.6 days
0.6	3 days	2 days	6 days	4 days
0.5	2.5 days	1.7 days	5 days	3.3 days
0.4	2 days	1.3 days	4 days	2.7 days
0.3	1.5 days	1 day	3 days	2 days
0.2	1 day	0.6 days	2 day	1.3 days
0.1	½ day	3.5 hours	1 day	7 hours

*** NOTE: It is not possible to schedule partial days of vacation for nurses who work 8 or 12 hour shifts. Therefore the number of days of vacation is balanced over the number of weeks of entitlement the nurse receives. See attached tables (Vacation by EFT) at the end of this document for the distribution of shifts based on the nurses EFT)

15. Nurses who request to retain up to 3 vacation days (two 12 hour shifts) for personal use shall have their number of weeks of vacation reduced as follows:
- i) If 0.6 EFT, reduced by 1 week (1 week = 3 days)
 - ii) If 1.0 EFT, reduced by 3/5 week (1 week = 5 days)

Listed below is a table that identifies the amount of vacation reduced if 3 vacation days are retained.

EFT	= Vacation Reduction
1.0	½ week vacation
0.9	½ week vacation
0.8	¾ week vacation
0.7	1 week vacation
0.6	1 week vacation
0.5	1 week vacation
0.4	2 weeks vacation
0.3	2 weeks vacation
0.2	3 weeks vacation
0.1	6 weeks vacation

16. When a nurse transfers to another unit or resigns, the vacation weeks which were previously approved by the manager for that nurse may be made available to the staff on the unit at the discretion of the manager. If these vacation weeks are made available, rules of seniority shall apply.

17. As per Article 2303 (d) "A nurse who is on D&R/WCB/MPI prior to the commencement of her/his vacation shall, upon her/his request, have her/his vacation displaced and such vacation shall be re-scheduled at a time mutually agreed between the nurse and the Centre within the available time periods remaining during that vacation year. If the current annual vacation is not used, then the Centre has the right to schedule the vacation prior to the end of the current vacation year or pay out any monies owing."
18. As per Article 2310 "If hospitalized due to accident or illness **while on scheduled vacation**, a nurse may utilize income protection to cover the hospitalization and/or post-hospitalization period, and the displaced vacation shall be re-scheduled at a time mutually agreed between the nurse and the Employer within the available time periods remaining during that vacation year. Proof of such hospitalization shall be provided if requested."

C. APPROVED VACATION SCHEDULE

1. The approved vacation schedule within each unit will be posted no later than April 1st. The approved vacation schedule shall list the dates of each nurse's vacation block(s) and vacation hours to be paid within each block.
2. The approved vacation schedule within each unit shall not be changed unless mutually agreed between the nurse and the manager.

D. FULL-TIME NURSES VACATION

1. Vacation must be requested in weeks. One week's vacation is equal to 5 paid days (38.75 hours) as per Article 2101. If a Recognized Holiday falls within a vacation request, vacation will be assigned and the Recognized Holiday will be added to the vacation or scheduled within the posted shift schedule.

E. PART-TIME NURSES VACATION

1. Vacation must be requested in weeks. One week's vacation is equal to 5 paid days (pro-rated) as per Article 3405(a). Excess vacations are those hours earned by the part-time nurses working occasional additional available shifts above their EFT. To ensure that the part-time nurses are treated similarly to full-time nurses with respect to vacation weeks, the following formula is used to calculate vacation hours to be paid within each vacation week requested.

$$\frac{\text{Total Vacation Hrs Earned}}{\text{Vacation Entitlement}} = \# \text{ of hours vacation paid per week regardless of EFT}$$

F. AVERAGE VACATION DAYS FOR FULL-TIME NURSES

1. For full-time nurses, ensure that the nurse has utilized all vacation days during the selected weeks of vacation. If not, go back and look at the vacation that has been selected and add a vacation day to a short week (i.e. where there may only be 2 twelve hour vacation days scheduled in a week, then, one day of the work schedule from either the week before the vacation period or week after the vacation period will need to be dropped so that the nurse is not over full-time hours at the end of the year.) Where a nurse has 4-5 twelve hour vacation days scheduled in one week, subtract a vacation day(s) from that week and reschedule that twelve hour shift either the week before the vacation period or week after the vacation period (or within the posted shift schedule) to ensure that the nurse is scheduled for full-time hours in the posted shift schedule.

If these adjustments are not made, the nurse with short weeks of vacation may have used up all her/his vacation weeks and still have vacation hours left in her/his bank which she/he can not use and can not be paid out. In cases where a nurse is scheduled for 4-5 twelve-

hour shifts per week of vacation, she/he may still have one week of vacation booked but have no vacation time left in the bank. **Nurses should not be permitted to take an unpaid LOA or use banked Recognized Holidays or banked overtime to complete this week of vacation.** Vacations are granted on the basis of seniority and if a nurse has booked the week of vacation, there needs to be enough time in her/his vacation bank for that week. Granting of Banked Recognized Holidays or banked overtime should not be considered when another nurse might have been denied that week of vacation because the maximum number of nurses allowed away that week was reached when she/he made her original request.

G. VACATION ALLOCATION FOR NURSES ON LEAVE DURING ACCRUAL YEAR

1. If a nurse is on unpaid leave for a portion of or for the entire accrual year, then the vacation week(s) to which the nurse is entitled is reduced by the period of leave in the accrual year. A nurse who is on unpaid leave for 6 months during the vacation accrual year is entitled to only half of the vacation accrual (i.e. if she/he is earning vacation at the 4-week rate, she/he is entitled to only 2 weeks of paid vacation as per Article 2102).
EXCEPTION: As per article 2106 of the Collective Agreement, "Nurses on Workers Compensation will continue to accrue paid vacation for a period of one (1) year from the date of the first absence from work, related to the occurrence of the compensable injury or illness."

H. NEW HIRES/NURSES WHO CHANGE EFT DURING VACATION YEAR

1. The rate of vacation accrual determines the vacation weeks, not the hours of vacation earned as per Article 2103.
 - i) A part-time nurse worked 0.5 EFT position, earned vacation at the 4-week rate and earned 116.25 hours of vacation. She/he has requested a vacation period of 3 weeks and one of 1 week. She/he has moved to a full-time position in the interim. So, 4 weeks vacation now equals 155 hours. The nurse is granted her request even though she/he has inadequate vacation hours for all the scheduled shifts in the 3 week and 1 week vacation periods. However, the nurse may choose to take only fully paid vacation weeks (i.e. this nurse could just take 3 weeks). The nurse shall not be forced to take an unpaid leave of absence in order to be off for the entire weeks (i.e. this nurse could choose not to take 1 unpaid week).
 - ii) The full-time nurse who has earned 155 hours vacation (4 weeks) and goes to a 0.5 EFT part-time position will be paid 4 weeks vacation (77.5 hours). The remaining 77.5 hours will be paid as vacation excess during the vacation period as per #1 under Part-Time Nurses Vacation above.
 - iii) New Hires- In accordance with Article 2102, a nurse who has completed less than one (1) year of employment as at the cut-off date shall be entitled to a paid vacation at the rate of one and one-quarter (1.25) days per month** worked, however, unless otherwise mutually agreed, the Employer is not obliged to permit earned vacation to be taken until a nurse has completed six (6) months of employment.

**The rate of earning vacation for nurses transferring under Mobility and Portability provisions is calculated in accordance with Article 2103 & 2104.

Where the Mobility Agreement applies, the accrued vacation may be mobilized from the sending facility to the receiving facility. If a nurse elects to have vacation transferred, it does not mean that the previously approved vacation dates will be honored at the receiving facility. Only the amount of time which has to be taken in accordance with the new facility's Collective Agreement will be honored and operational requirements will be taken into account.

I. NURSES WHO TRANSFER BETWEEN UNITS

1. A nurse who transfers to another unit after her/his vacation request has been approved, shall have her/his vacation scheduled by the manager of the new unit in consultation with the nurse within the time periods remaining during that vacation year. Where a nurse transfers from one unit to another, the manager in the receiving unit does not have to grant approved vacation from the sending unit, but may do so if operationally feasible while taking into consideration the fact that other nurses on the unit may have been denied vacation during that particular period of time.
2. Notwithstanding the above, as much as reasonably possible, the approved vacation of deleted and bumped nurses shall continue to be approved regardless of the unit they are displaced to. This shall not impact previously approved vacation of nurses in the new unit. If the displaced nurse prefers to reschedule the vacation at a time that is mutually agreeable to both the Employer and the nurse, that shall occur.

RECOGNIZED HOLIDAYS – ARTICLE 22

Christmas & New Year's - Article 2205

1. The Employer agrees to assign time off as equitably as possible over Christmas and New Year's, endeavouring to grant each nurse as many consecutive days off as reasonably possible over either Christmas Day or New Year's Day. In order to grant full-time nurses as many consecutive days off as reasonably possible, the Employer will need to ensure that the Recognized Holidays are scheduled during this period of time.

As much as reasonably possible, Christmas Eve and Boxing Day shall be assigned with Christmas Day; New Year's Eve shall be assigned with New Year's Day, unless otherwise mutually agreed.

Article 2207

2. The Employer will ensure that all nurses receive at least two (2) other Recognized Holidays besides Christmas or New Year's on the day on which they occur.
3. **Banking of Recognized Holidays:** Nurses have 3 options in regards to Recognized Holidays whether they worked them or were scheduled off. The options are to bank the day in accordance with Article 2206, or the nurse may request that a day in lieu of the Recognized Holiday be scheduled on a date mutually agreed between the Employer and the nurse, or the nurse may request that she/he receive an extra day's pay at her/his basic rate of pay.**

For nurses working 7.75 hour shifts - a nurse can bank four 7.75 hour shifts

For nurses working 12 hour shifts - a nurse can bank three 7.75 hour shifts

in order to get two 12 hour shifts off. If a nurse is at the maximum for banked Recognized Holidays, the time will be scheduled by the Employer in consultation with the nurse.

** Where a nurse requests an extra day's pay at her/his basic rate of pay, this day is paid in the pay period in which the Recognized Holiday occurs and not at fiscal year end.

4. Banked Recognized Holidays are to be taken in the fiscal year in which they are earned. There is no provision in the Collective Agreement for pay out of banked Recognized Holidays at fiscal year end. With prior approval, the "Easter" Holidays may be carried over to the next fiscal year.

MNU VACATIONS BY EFT

EFT	Total Wks	Total Hours	Total Shifts	Shifts Per Week Block							Total Hours Used	Balance Of Hrs
	Wks of Vac	Total Hours	12 Hr Shifts	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7		
1.00	7	271.25	24	4	4	4	3	3	3	3	279.000	-7.75
	6	232.50	20	4	4	3	3	3	3	0	232.500	0.000
	5	193.75	17	4	4	3	3	3	0	0	197.625	-3.875
	4	155.00	14	4	4	3	3	0	0	0	162.750	-7.75
	3	116.25	10	4	3	3	0	0	0	0	116.250	0.000
	2	77.50	7	4	3	0	0	0	0	0	81.375	-3.875
	1	38.75	4	4		0	0	0	0	0	46.500	-7.75

0.90	7	244.125	21	3	3	3	3	3	3	3	244.125	0.000
	6	209.25	18	3	3	3	3	3	3		209.250	0.000
	5	174.375	15	3	3	3	3	3			174.375	0.000
	4	139.50	12	3	3	3	3	0	0	0	139.500	0.000
	3	104.625	9	3	3	3	0	0	0	0	104.625	0.000
	2	69.75	6	3	3	0	0	0	0	0	69.750	0.000
	1	34.875	3	3	0	0	0	0	0	0	34.875	0.000

0.80	7	217.00	18	3	3	3	3	2	2	2	209.250	+7.75
	6	186.00	16	3	3	3	3	2	2	0	186.000	0.000
	5	155.00	13	3	3	3	2	2	0	0	151.125	+3.875
	4	124.00	10	3	3	2	2	0	0	0	116.250	+7.75
	3	93.00	8	3	2	0	0	0	0	0	93.000	0.000
	2	62.00	5	3	2	0	0	0	0	0	58.125	+3.875
	1	31.00	2	2	0	0	0	0	0	0	23.250	+7.75

0.70	7	189.875	16	3	3	2	2	2	2	2	186.000	+3.875
	6	162.75	14	3	3	2	2	2	2	0	162.750	0.000
	5	135.625	11	3	2	2	2	2	0	0	127.875	+7.75
	4	108.50	9	3	2	2	2	0	0	0	104.625	+3.875
	3	81.375	7	3	3	2	0	0	0	0	81.375	0.000
	2	54.25	4	2	2	0	0	0	0	0	46.50	+7.75
	1	27.125	2	2	0	0	0	0	0	0	23.25	+3.875

0.60	7	162.75	14	2	2	2	2	2	2	2	162.750	0.000
	6	139.50	12	2	2	2	2	2	2	0	139.500	0.000
	5	116.25	10	2	2	2	2	2	0	0	116.250	0.000
	4	93.00	8	2	2	2	2	0	0	0	93.000	0.000
	3	69.75	6	2	2	2	0	0	0	0	69.750	0.000
	2	46.50	4	2	2	0	0	0	0	0	46.500	0.000
	1	23.25	2	2	0	0	0	0	0	0	23.250	0.000

EFT	Total Wks	Total Hours	Total Shifts	Shifts Per Week Block								Total Hours Used	Balance Of Hours
EFT	Wks of Vac	Total Hours	12 Hr Shifts	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7			
0.50	7	135.625	11	2	2	2	2	1	1	1		127.875	+7.75
	6	116.25	10	2	2	2	2	1	1	0		116.250	0.000
	5	96.875	8	2	2	2	1	1	0	0		93.000	+3.875
	4	77.50	6	2	2	1	1	0	0	0		69.750	+7.75
	3	58.125	5	2	2	1	0	0	0	0		58.125	0.000
	2	38.75	3	2	1	0	0	0	0	0		34.875	+3.875
	1	19.375	1	1	0	0	0	0	0	0		11.625	+7.75

0.40	7	108.50	9	2	2	1	1	1	1	1		104.625	+3.875
	6	93.00	8	2	2	1	1	1	1	0		93.000	0.000
	5	77.50	6	2	1	1	1	1	0	0		69.750	+7.75
	4	62.00	5	2	1	1	1	0	0	0		58.125	+3.875
	3	46.50	4	2	1	1	0	0	0	0		46.500	0.000
	2	31.00	2	1	1	0	0	0	0	0		23.250	+7.75
	1	15.50	1	1	0	0	0	0	0	0		11.625	+3.875

0.30	7	81.375	7	1	1	1	1	1	1	1		81.375	0.000
	6	69.75	6	1	1	1	1	1	1	0		69.750	0.000
	5	58.125	5	1	1	1	1	1	0	0		58.125	0.000
	4	46.50	4	1	1	1	1	0	0	0		46.500	0.000
	3	34.875	3	1	1	1	0	0	0	0		34.875	0.000
	2	23.25	2	1	1	0	0	0	0	0		23.230	0.000
	1	11.625	1	1	0	0	0	0	0	0		11.625	0.000

0.20	7	54.25	4	1	1	1	1	0	0	0		46.50	+7.75
	6	46.50	4	1	1	1	1	0	0	0		46.500	0.000
	5	38.75	3	1	1	1	0	0	0	0		34.875	+3.875
	4	31.00	2	1	1	0	0	0	0	0		23.250	+7.75
	3	23.25	2	1	1	0	0	0	0	0		23.250	0.000
	2	15.50	1	1	0	0	0	0	0	0		11.625	+3.875
	1	7.75	1	1	0	0	0	0	0	0		11.625	-3.875

When a nurse chooses to save up to three 7.75 hour vacation days (23.25 hours total) the number of shifts assigned and vacation weeks scheduled are reduced accordingly

NOTE for - balance as per last column: For full-time nurses, when there is a negative balance remaining as per the last column above, the nurse may use banked overtime or STAT time

NOTE for + balance as per last column: For part-time nurses, when there is a positive balance remaining as per the last column above, the balance is paid as excess vacation pay in accordance with Article 3405 (b).

MNU VACATIONS BY EFT

EFT	Total Wks	Total Hours	Total Shifts	Shifts Per Week Block							Total Hours Used	Balance Of Hrs
	Wks of Vac	Total Hours	8 Hr Shifts	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7		
1.00	7	271.25	35	5	5	5	5	5	5	5	271.25	0.000
	6	232.50	30	5	5	5	5	5	5		232.50	0.000
	5	193.75	25	5	5	5	5	5			193.75	0.000
	4	155.00	20	5	5	5	5				155.00	0.000
	3	116.25	15	5	5	5					116.25	0.000
	2	77.50	10	5	5						77.50	0.000
	1	38.75	5	5							38.75	0.000
0.90	7	244.125	31	5	5	5	4	4	4	4	240.25	+3.875
	6	209.25	27	5	5	5	4	4	4		209.25	0.000
	5	174.375	22	5	5	4	4	4			170.50	+3.875
	4	139.50	18	5	5	4	4				136.50	0.000
	3	104.625	13	5	4	4					100.75	+3.875
	2	69.75	9	5	4						69.75	0.000
	1	34.875	4	4							31.00	+3.875
0.80	7	217.00	28	4	4	4	4	4	4	4	217.00	0.000
	6	186.00	24	4	4	4	4	4	4		186.00	0.000
	5	155.00	20	4	4	4	4	4			155.00	0.000
	4	124.00	16	4	4	4	4				124.00	0.000
	3	93.00	12	4	4	4					93.00	0.000
	2	62.00	8	4	4						62.00	0.000
	1	31.00	4	4							31.00	0.000
0.70	7	189.875	24	4	4	4	3	3	3	3	186.00	+3.875
	6	162.75	21	4	4	4	3	3	3		162.75	0.000
	5	135.625	17	4	4	3	3	3			131.75	+3.875
	4	108.50	14	4	4	3	3				108.50	0.000
	3	81.375	10	4	3	3					77.50	+3.875
	2	54.25	7	4	3						54.25	0.000
	1	27.125	3	3							23.25	+3.875
0.60	7	162.75	21	3	3	3	3	3	3	3	162.75	0.000
	6	139.50	18	3	3	3	3	3	3		139.50	0.000
	5	116.25	15	3	3	3	3	3			116.25	0.000
	4	93.00	12	3	3	3	3				93.00	0.000
	3	69.75	9	3	3	3					69.75	0.000
	2	46.50	6	3	3						46.50	0.000
	1	23.25	3	3							23.25	0.000

EFT	Total Wks	Total Hours	Total Shifts	Shifts Per Week Block								Total Hours Used	Balance of Hours
EFT	Wks of Vac	Total Hours	8 Hr Shifts	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7			
0.50	7	135.625	17	3	3	3	2	2	2	2		131.75	+3.875
	6	116.25	15	3	3	3	2	2	2			116.25	0.000
	5	96.875	12	3	3	2	2	2				93.00	+3.875
	4	77.50	10	3	3	2	2					77.50	0.000
	3	58.125	7	3	2	2						54.25	+3.875
	2	38.75	5	3	2							38.75	0.000
	1	19.375	2	2								15.50	+3.875

0.40	7	108.50	14	2	2	2	2	2	2	2		108.50	0.000
	6	93.00	12	2	2	2	2	2	2			93.00	0.000
	5	77.50	10	2	2	2	2	2				77.50	0.000
	4	62.00	8	2	2	2	2					62.00	0.000
	3	46.50	6	2	2	2						46.50	0.000
	2	31.00	4	2	2							31.00	0.000
	1	15.50	2	2								15.50	0.000

0.30	7	81.375	10	2	2	2	1	1	1	1		77.50	+3.875
	6	69.75	9	2	2	2	1	1	1			69.75	0.000
	5	58.125	7	2	2	1	1	1				54.25	+3.875
	4	46.50	6	2	2	1	1					46.50	0.000
	3	34.875	4	2	1	1						31.00	+3.875
	2	23.25	3	2	1							23.25	0.000
	1	11.625	1	1								7.75	+3.875

0.20	7	54.25	7	1	1	1	1	1	1	1		54.25	0.000
	6	46.50	6	1	1	1	1	1	1			46.50	0.000
	5	38.75	5	1	1	1	1	1				38.75	0.000
	4	31.00	4	1	1	1	1					31.00	0.000
	3	23.25	3	1	1	1						23.25	0.000
	2	15.50	2	1	1							15.50	0.000
	1	7.75	1	1								7.75	0.000

When a nurse chooses to save up to three 7.75 hour vacation days (23.25 hours total) the number of shifts assigned and vacation weeks scheduled are reduced accordingly

NOTE for - balance as per last column: For full-time nurses, when there is a negative balance remaining as per the last column above, the nurse may use banked overtime or STAT time

NOTE for + balance as per last column: For part-time nurses, when there is a positive balance remaining as per the last column above, the balance is paid as excess vacation pay in accordance with Article 3405 (b).