



12/18/2023
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RNPA Proposal 42, December 18, 2023 (revised)

Section 9.3 - Pre-Scheduled Usage

Paid Time Off may be used for any lawful purpose by the nurses; requests for Paid Time Off shall not be submitted more than one (1) year in advance of the requested time; the time requested shall require the approval of management with due consideration of nurse convenience and administrative requirements, including but not limited to staffing needs and budget constraints. Requests for paid time off shall not be unreasonably denied. Approvals/denials shall be made in writing to the requesting nurse ~~in accordance with Nursing Standards~~ within thirty (30) days of the receipt of the request. All Paid Time Off hours must be exhausted before Leave Without Pay may be used, **unless prohibited by law with the exception of leaves of absence where there are no earnings in one (1) full pay period.** A nurse may be granted Leave Without Pay for less than one (1) pay period upon the approval of the appointing authority or their designee.

Coded part-time nurses working consistently above their code status for at least a six (6) month period of time within the previous twelve (12) months, may request Paid Time Off above their code status to the code status they consistently work as set forth above. Requests for Paid Time Off above code status will be reviewed on a case-by-case basis and are subject to management approval after due consideration to nurse convenience and administrative requirements, including but not limited to staffing needs and budget constraints. Upon request of a part-time nurse denied Paid Time Off above code status, the reasons supporting the denial shall be documented and supplied to the affected nurse or to their authorized RNPA representative. Requests shall not be denied solely because they are above code status. Coded part-time nurses who do not consistently work above their code status for at least a six (6) month period of time within the previous twelve (12) months are not entitled to take Paid Time Off over their code status.

Each unit shall maintain a vacation calendar effective June thirtieth(30) for the upcoming calendar year. The purpose of the calendar is to aid in vacation planning by the nurse and is not to be considered as an approval of a nurse's request. The scheduler will enter nurse's vacation requests(s) on such calendar as it is received.



Granting of summer vacation requests between Memorial Day and Labor Day shall be limited to a three (3) calendar week period of time.

Every effort will be made to grant time off for one (1) of the three major holidays (Thanksgiving, Christmas, and New Year's Day for day and night shifts or Thanksgiving, Christmas Eve, New Year's Eve for evening shift). Granting of vacation requests during the holiday season in the months of November and December is limited and will only be approved by management after it can be assured that all nurses are granted a request for one (1) of the major holidays. Requests shall be granted in order of seniority on a rotating basis from year to year. after due consideration is given to nurse convenience and administrative requirements.

Before denying a request, the employer will make all reasonable attempts to accommodate conflicts considering the utilization of over code work, scheduling extra help and per diem, and voluntary shift trades in support of vacation scheduling.

Upon request of a nurse denied vacation, management shall meet with the nurse on an individual basis no later than forty-five (45) days before schedules are finalized in order to explore all reasonable options for resolving such conflicts. Requests for vacation shall be prioritized by submission date. Should two or more requests be submitted on the same date, seniority will be used to resolve the conflict.

For the purposes of this Section, seniority shall be defined as the total length of continuous employment in a coded classification from the first date of hire within the bargaining unit. In the event that two or more nurses from the same unit have the same date of hire, the nurses' California Board of Registered Nursing (BRN) number will be utilized to break a tie, with the nurse having the lowest number been granted their request for vacation and/or holiday. (i.e., The first nurse's BRN number is 456000, and the second nurse's BRN number is 566000, the first nurse will be granted the time off). When the County receives a request to use Paid Time Off, the County will deduct the hours from the nurse's Compensatory Time Off, if any, before deducting from the nurse's Paid Time Off.