

LHSC RN/CE ONA VACATION GUIDELINES

UPDATED: SEPTEMBER 2023

Dates to Remember	For June 1 to November 30 (No more than 4 weeks (150 hours for FT) can be requested between July 1 to August 31)	For December 1 to May 31
Planner posted by	March 1	September 1
Top 1/3 submits on planner and in writing	March 15	September 15
Planner with approved vacation posted	March 30	September 30
Remainder of nurses submits on planner and in writing	April 15	October 15
Approved vacation planner posted	May 1	November 1
When approved vacation planner is posted, should either a FT or RPT vacation quota remain unused, it will be offered to both FT and RPT nurses in the following manner. Vacation will be granted by integrated seniority to nurses that apply in writing during the one-week period. (As per Article K1(c) (v) (c).) It is understood nurses approved for the four (4) weeks or (150) hours during the peak time (July 1 to August 31) will only be considered for additional weeks during this period if not requested by others and remain available.		
Posted on unit from	May 1 to May 7	November 1 to November 7
Final approved planner posted	May 15 to June 1	November 15 to December 1

Additionally, these rules apply:

1. Rules concerning submitting written requests vary by unit, be sure to follow your unit process.
2. Vacation planners should remain posted for requests until midnight of the deadline date.
3. Stats and lieu time cannot be requested on the vacation planner.
4. Approved vacation cannot later be changed to stat or lieu time
5. Vacation is requested by shift, not weeks for both FT and PT.
6. Yearly entitlement can be used during one or both periods of the vacation planning year. If you use it all in first period you have none for the next period.
7. Any carry over from a previous year is requested and granted as an off-planner request on a first requested, first granted basis.
8. Off planner vacation requests should be responded to within 3 weeks.

9. Approved vacation cannot be cancelled without the consent of the Nurse
10. There is no limit on a nurse's vacation bank. You are not required to "cash out" a carried over vacation balance.
11. Requests to cancel vacation should be made a minimum of two weeks prior to the posting of the schedule.
12. The Union will file grievances if vacation is arbitrarily denied.
13. For units with reduced weekend staffing a week of vacation shall be Monday thru Sunday.
Days off in conjunction with the nurses' approved vacation request will not be considered part of a full-time nurses' s vacation entitlement.
14. For full-time nurses the Hospital shall only apply the nurse's potential shifts against the quota and the nurse's entitlement.
15. A week of vacation PT nurses will include 7 days, Monday thru Sunday
16. For PT Nurses working 10 hr. tours, a week of vacation is 18.75 hrs. No other tours can be scheduled during that week without your consent and will count toward your commitment
17. For PT Nurses working 8 hr. or 12 hr. tours, a week of vacation is 22.5 hrs. No other tours can be scheduled during that week without your consent and will count toward your commitment
18. Any PT vacation requested & subsequently granted (whether one shift or more) during a week will count as a week of vacation entitlement
19. Vacation will not normally be granted from December 15 to January 15. Where the operational requirements of the Hospital allow, vacation may be granted during this period and will be awarded by seniority.
20. If a nurse leaves the unit and is replaced on that unit by another nurse who is qualified to assume a full patient assignment, any approved vacation time requested by departing nurse will be offered to nurses who were previously denied this time.

If a nurse leaves the unit and the vacation time requested by that nurse continues to remain available, following process will be followed:

- Will be offered by seniority to nurses who were previously denied this time.
- Once i) has been exhausted remaining vacation will be posted within the unit for one week seven (7) calendar days- nurses will submit vacation requests during this time.
- The time will be offered by seniority to nurses that applied in writing within the one week posting. The nurse will be notified if awarded within seven (7) calendar days after closure of the available vacation submission time.
- This will not result in cancellation of previously approved vacation.

Where a nurse provides a minimum of two (2) weeks' notice prior to the relevant posted schedule to cancel their scheduled vacation, such request shall not be unreasonably denied. Should the request be approved by the Hospital such prior granted vacation will be:

- Will be offered by seniority to nurses who were previously denied this time.
- Posted within the unit for one week seven (7) calendar days
- The time will be offered by seniority to nurses that ~~apply~~ applied in writing within the one week posting. The employer will notify nurses who were approved vacation requests based on this process.
- This will not result in cancellation of previously approved vacation.

Requests submitted with less than the above notice will be considered on an individual basis.

21. A week of vacation for regular part-time nurses, shall consist of seven (7) consecutive calendar days commencing Monday through Sunday inclusive. The nurse's vacation entitlement as per the collective agreement Article 16.06 to 16.08 will determine the number of weeks that they can be absent for purposes of this clause.

It is further understood, when a member takes a single vacation day, they will be booked the remainder of their commitment for that week as per Article G1 (b) and as of the LOU Re: Implementation of Regular Part-Time Scheduling. It is further understood a single vacation day, will not prevent additional tours from being offered during that vacation week.

Clarity Note: If a nurse picks a single or multiple shifts in a one-week period, this counts as one week vacation entitlement for the nurse. This does not limit other nurses from requesting single or multiple shifts which are available in the same week, based on the daily quota.

Part-time vacation pay will be paid on a bi-weekly basis.

Please contact the ONA office at 519-667-0937 if you have any questions or concerns regarding vacation requests.

London Health Sciences Centre - RN/CE Vacation Entitlement Chart

Entitlement	3 wks	4 wks	5 wks	6 wks	7 wks
	112.5 hours	150 hours	187.5 hours	225 hours	262.5 hours
	After 1 yr/1500	After 3 yrs/4500	After 11 yrs/16500	After 20 yrs/30000	After 25 yrs/37500
FT vacation hours accrual per pay	4.33	5.77	7.21	8.65	10.09

Part-time Vacation Request/Commitment Chart

RPT Quota 1/24 hr Pay Period 1

	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Nurse A-12 hr				V	V									
Nurse B-12 hr				V		V								
Nurse C-8 hr								V	V	V				
Nurse D										V				

Above example shows Nurse A, B, C requested 24 hours of vacation, no other tours can be scheduled that week without

Vac Denied

RPT Quota 1/24 hr Pay Period 1

	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Nurse A-12 hr				V	V												
Nurse B-12 hr				V	V												
Nurse C-8 hr								V	V	V	V	V	V				
Nurse D										V							

one week vacation entitlement

two week vacation entitlement

Wednesday/Thursday - they would have been granted the time off and had the entire week off as well

Vacation denied - quota full

Vac Denied

RPT Quota 1/24 hr Pay Period 1

Pay Period 2

	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
Nurse A-12 hr				V	V													D	N			
Nurse B-12 hr						V	V												N	N		
Nurse C-8 hr								V	V	V											d	d
Nurse D				N	N				D	D											D	D

- the nurses remaining commitment could be scheduled anywhere in the blue shaded area

- no additional shifts can be scheduled without the nurses consent

RPT Quota 1/24 hr Pay Period 1

Pay Period 2

	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Nurse A-12 hr		D	D			N	N													D	D
Nurse B-12 hr				D	D		N						V						D	D	
Nurse C-8 hr	d	d	d								V	V	V							d	d
Nurse D						N	N			D	D									D	D

- the nurses remaining commitment could be scheduled anywhere in the blue shaded area

- no additional shifts can be scheduled without the nurses consent