

# SYSTEM POLICY

---

## HR-23 - Vacation

Owner: Human Resources

### Policy

1. The MetroHealth System (MHS) recognizes the importance of time away from work obligations so that employees can de-stress, recharge, and maintain a healthy work/life balance and personal wellness. MHS grants a vacation benefit to employees in accordance with the provisions of applicable state law, MHS policy, and agreements between MHS and labor organizations.

### Purpose

2. To define the process and procedures governing vacation accrual, availability for use, and scheduling.

### Scope

3. All employees of MHS, except medical staff, residents, fellows (for these individuals, other vacation policies apply).

### Eligibility

4. All employees who are budgeted at least forty (40) hours bi-weekly are eligible for a vacation benefit. Part-time employees who are budgeted to work less than forty (40) hours bi-weekly are not eligible for a vacation benefit.
5. Temporary employees, PRN employees, and students/interns and other non-employee members of the workforce are ineligible for a vacation benefit.
6. Employees who are members of a bargaining unit should refer to their collective bargaining agreement for information regarding vacation eligibility and other vacation requirements.

### Accrual Method

7. The vacation benefit is earned and credited to the employee's vacation account on a gradual accrual basis during each year of service at MHS. Vacation time is accrued based on the eligible hours that an employee actually works.
8. For a full-time employee budgeted eighty (80) hours bi-weekly, one twenty-sixth (1/26) of the annual vacation benefit will be accrued and credited to the employee's vacation account for each eighty (80) hours of eligible work hours performed.
9. Eligible part-time employees are credited with a vacation benefit on a pro-rated basis. For example, a part-time employee who regularly works forty (40) hours bi-weekly will accrue one half (½) of the regular, full-time vacation allowance for each bi-weekly pay period that the part-time employee works.
10. Bargaining unit members should refer to their appropriate collective bargaining agreement regarding vacation accrual.

## Annual Benefit Allowance

11. All full-time employees budgeted eighty (80) hours bi-weekly accrue vacation leave at an accrual rate based on one of three criteria levels, depending upon the type of position held. The Compensation unit of the Human Resources Department maintains vacation criteria, generally based on job classification. The annual allowances are outlined below.
12. In accordance with state law and all applicable requirements, certain qualifying prior MHS service time, or other qualifying county or state service time, may be transferred and counted toward an employee's current MHS service time for purposes of determining an employee's vacation accrual rate.

	<b>Bargaining and Non-Bargaining Criteria 1</b>	<b>Non- Bargaining Criteria 2</b>	<b>Non- Bargaining Criteria 3</b>
Time of hire and up to (5) years of service	2 weeks	3 weeks	4 weeks
At anniversary of five (5) years of service	3 weeks		
At anniversary of ten (10) years of service		4 weeks	
At anniversary of thirteen (13) years of service	4 weeks		
At anniversary of twenty-three (23) years of service or more	5 weeks	5 weeks	5 weeks

## Vacation Scheduling

13. MHS endeavors to grant vacation time off in a fair and equitable manner while meeting minimum staffing, patient care requirements, and other operational needs.
14. Employees are encouraged to sign up for and use all of their available vacation time and to avoid carrying over vacation time into the next year.
15. While departments may vary from the vacation scheduling practices outlined in this policy based on unique operational needs, it is the intent of MHS that vacation scheduling be handled fairly and uniformly across the organization. Departments are encouraged to utilize the Kronos timekeeping system for submitting processing leave requests, but they may require other methods of requesting leave.
16. After successfully completing ninety (90) days of current employment at MHS, employees are eligible to take vacation time that they have accrued to date, upon management approval of vacation scheduling. Paid vacation time generally is not available for use prior to this 90-day period. This 90-day period applies to all

employees, both bargaining and non-bargaining, who commence employment at MHS. This includes individuals with prior service at MHS or those who transfer other qualifying county or state service time.

17. If at any time an employee has no accrued vacation hours, then the employee shall have no vacation time due or scheduled. Any employee who has no accrued vacation hours at a time that he/she is scheduled to take vacation will have their scheduled vacation cancelled. If other types of paid leave are accrued and available, they may be used at management's discretion (i.e., personal holiday, floating holiday or holiday). In such a situation, management cannot guarantee that work hours will be available. Employees who anticipate this situation are expected to let management know with as much advanced notice as possible to allow for scheduling adjustments.
18. There will be three (3) periods in each calendar year during which employees may request vacation: the winter, summer, and fall periods. For each period, management will establish an allowance calendar designating how many employees may take vacation during each week of the period, based on anticipated staffing needs, staff availability and leaves of absence, patient care requirements, and other operational needs.
  - 18.1. Winter period begins the week following New Year's Day and continues through April 30th. The signup sheet for this period generally will be posted by August 1st. Vacations scheduled for this period generally will be approved and the schedule posted by October 15th.
  - 18.2. Summer period begins May 1st and continues through September 15th. The signup sheet generally will be posted by November 1st. Vacations scheduled for this period generally will be approved and the schedule posted by January 31st.
  - 18.3. Fall/holiday period begins September 16th and continues through the week of New Year's Day. The signup sheet generally will be posted by March 1st. Vacations scheduled for this period generally will be approved and the schedule posted by May 15th.
19. Vacation sign-up begins with the most senior employee in the classification, or other selection group as determined by management, based upon classification seniority. For each sign-up, employees may select a maximum of two (2) full weeks during which they will take vacation. Once the most senior individual has made their vacation selection for the period, they will notify the next most senior employee, and this process will continue until the seniority list has been completed and all employees have made their desired full-week selections for the period.
  - 19.1. Each employee is given three (3) days to make their selection. Those not selecting within that time period will be skipped. An employee who is skipped may sign up after all other employees have selected and may not bump anyone from previous selections. Larger departments may adopt an alternative selection timeframe to ensure that the process is completed in a timely fashion.
  - 19.2. For each selected week, an employee will sign up for the full payroll week. For scheduling purposes, the time for which the employee signed up will be reserved based upon the employee's allotted FTE at the time of selection. For example, an employee who is budgeted for 1.0 FTE will select a week and will receive 40 hours of vacation pay; an employee who is 0.9 FTE will receive 36 hours of vacation pay, etc. Some weeks may have leftover available vacation hours that later can be selected during the selection process for less-than-full weeks. An employee's selections do not change if he/she later changes his/her FTE status.
  - 19.3. Once a selection has been made and the selection opportunity has passed to the next most senior individual, the first employee's selection may not be changed.

- 19.4. When the seniority list has been gone through once, and the least senior employee has made his/her selection of full weeks, the process begins again and the list is gone through a second time with employees scheduling for less-than-full weeks of vacation. At this time, each employee can schedule up to one week's worth of time, based on his/her FTE. The smallest increment that can be selected at this time is one full day of vacation.
20. During the selection process for each period, an employee can schedule a maximum of two weeks of consecutive vacation, though exceptions based on special circumstances will be considered and may be approved by management.
21. After the seniority list has been gone through twice, any remaining vacation time will be scheduled on a first-come, first-served basis. This applies to employees who fail to make their vacation requests during the appropriate sign-up times, or who have additional vacation available for use at the end of the selection process. Such requests generally will be granted at management's discretion without regard to seniority, based upon when the request was made and operational needs. If vacation time becomes available at desirable times, such as the holidays, management at its discretion may consider seniority when granting additional vacation.
22. In general, vacation time can only be taken with the prior approval of an employee's department head or, if designated as having approval authority, the employee's immediate supervisor.
23. For employees who work weekends and holidays, vacation selection does not impact the employee's obligation to work scheduled weekends and holidays. Employees who would like to request certain weekends or holidays off should contact their immediate supervisor and/or departmental manager as appropriate.
24. Employees who are planning an important life event will be permitted to sign up prior to the most senior person for the period during which the event will occur. This is a one-time allowance during the course of employment at MHS, and it is the employee's choice as to the event to choose (wedding, important vacation, etc.). This is a one-time allowance and must be communicated to the department manager and/or immediate supervisor as appropriate, prior to the posting of the sign-up sheet.
25. Written confirmation of the granting of vacation requests generally will be provided.
26. Once the departmental vacation schedule is determined, it generally will not be changed without the consent of the involved employee(s), unless all of an employee's accrued time has been used (in which case scheduled vacation will be cancelled) or at management's discretion in response to minimum staffing, patient care requirements, or other operational needs.
27. Employees may request to cancel scheduled vacation, and such requests will be accommodated to the extent practicable based upon scheduling and operational needs. Employees who want to cancel scheduled vacation are expected to provide as much advanced notice as possible to allow for staffing adjustments, and management cannot guarantee that work hours will be available for the cancelling employee. If work is not available, the employee will be required to take the vacation as scheduled.

28. All changes in vacation schedules should be in writing and acknowledged by both management and the involved employee(s). Employees generally cannot “trade” vacation requests, absent express management approval. In general, any traded requests must be expressly approved by management for good cause shown.
29. Bargaining unit members should refer to their appropriate collective bargaining agreement regarding vacation scheduling.

#### Additional Provisions

30. Vacation time will not accrue while an employee is in an unpaid status.
31. Vacation leave may be accrued and carried over from year to year, but under no circumstances shall an employee’s current vacation account (bank) exceed one and one-half (1½) times the employee’s annual vacation allowance. Once this accrual limit is reached, no additional vacation benefit will be accrued until the employee’s vacation account falls below the maximum limit.
32. Employees are expected to be present at work and work through the notice of resignation period. Vacation hours are not to be used in lieu of or as the required notice period. Further, an employee shall not be maintained on the payroll in a vacation status after separation from active service. Exceptions require permission of Human Resources leadership.
33. Vacation pay is calculated on the basis of the employee’s regular hourly rate, excluding shift premium.
34. In general, employees will not be permitted to “borrow” from future vacation time that has not yet been accrued. Special exceptions must be approved by Human Resources leadership for good cause shown. Should an employee be permitted to use vacation time in advance of accrual, and should the employee separate from employment prior to accruing the used vacation time, he or she will be required to repay the amount of wages attributed to the used but unaccrued vacation leave. Prior to any advance use of unaccrued vacation time, an employee will be required to submit authorization that, if necessary, such repayment will be deducted from his/her final paycheck.
35. An employee who is eligible to accrue vacation leave and has successfully completed his/her first 90 days of employment will, at the time of the employee’s final separation from service for any reason, be compensated at the employee’s current regular hourly rate of pay for accrued and unused vacation leave, subject to the maximum limit of one and one-half (1½) times the employee’s annual accrual rate.
36. If a recognized holiday occurs during an employee’s period of paid vacation leave, the employee will receive holiday pay for the date of the holiday, and vacation leave will not be used for that date.
37. Paid vacation leave shall be counted as hours worked for the purpose of computing eligibility for overtime pay.
38. This policy provides general guidelines governing vacation. Employees should refer to their supervisors and respective department guidelines and practices for further information.

## Dates

Initiated October 1989

Reviewed/Revised: June 1991, March 1997, November 1999, November 2011, January 2002, May 2005, January 2010, December 2015, October 2017

## Approved

President and Chief Executive Officer or Designee  
Policy Committee