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**MANAGEMENT PROPOSAL**

**Bargaining Unit: 17**

**Date:** \_\_\_\_\_

**Exclusive Representative: SEIU Local 1000**

**Subject: ARTICLE 8 LEAVES**

**The State proposes to roll over the following Section:**

**8.26 Yountville Veterans Home (YVH) Vacation Scheduling**

A. All Unit 17 employees are encouraged to take a vacation each year. Vacations are scheduled twice a year based on requests submitted by the employee. The posted vacation time shall be sufficient to permit all employees on each shift to have an opportunity to take a vacation.

The vacation request schedule      April – September  
is:  
October – March

B. From the second Wednesday of January and July through the third Thursday of February and August, all level of care Registered Nurses, may sign up for one vacation period of consecutive days for the upcoming calendar period (as listed in A above). This calendar will be posted for each shift in a prominent place readily available to all employees indicating, by shift, the number of employees that may be on vacation each day.

The chosen vacation should not exceed the employee's anticipated accrued vacation time balance at the time the vacation is to be taken and be entered in ink.

Within the first thirty (30) calendar days of the bidding process, those employees with overlapping vacation requests that would exceed the authorized vacation posting shall be notified. These employees will be given the opportunity to modify their vacation selections through discussion and compromise. Management will not intervene to resolve conflicts in vacation requests during this period.

Where discussions do not result in compromise and agreement among affected employees, the most senior employees vacation request shall prevail. Seniority is defined as total months of State service in the same manner as vacation is accumulated. In the event, two (2) or more employees tie with same amount of State service, departmental seniority will prevail.

Upon management approval, levels of care and non levels of care areas/units may have their own separate calendar.

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- C. By the last day in February and August, the approved vacation calendar shall be posted.
- D. Beginning March 1 and September 1, through the second Friday of March and September, those employees who do not have any vacation time granted will have an opportunity to request a vacation from the remaining vacation time by noting their request on the posted calendars. Only vacation time may be used for vacations requested during this time period. The finalized vacation calendar will be posted by the third Friday of March and September. Beginning the Monday following the third Friday, all Registered Nurses may use remaining vacation, CTO, holiday or personal holiday time to request additional time off. This request for the remaining time will be granted, daily, on a first-come first-serve basis. In the event that simultaneous requests for the same vacation time off cannot be granted, the employees shall be granted their preferred time off in order of State service seniority, with departmental service utilized as a necessary tie break, should State service be tied.
- E. Nothing in the policy shall prevent the granting of time off in excess of the posting time off.
- F. Vacation calendars and ad hoc calendars shall remain posted for the entire bid periods.
- G. Vacation periods or ad hoc days which are cancelled by an employee shall become available to other employees on a first-come first-serve basis subject to sections B and D above.
- H. Within ninety (90) days of ratification of this Contract, YVH will advertise for Permanent Intermittent and Retired Annuitant Registered Nurses for the purpose of establishing an in house registry.

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