

Hello,

Below is important information on how you can bid on your preferred Vacation planning time off (VPTO) for 2022-2023.

- VPTO bidding process adheres to the UFCW Local 7 Contract agreement. Please see the VPTO contract language at the end of this information.

Vacation Planning

- Employees can now request all planned time off during the advanced planning period, Bids may be submitted between **January 15 – February 6**.
 - **Planned time off includes Vacation, Float Holidays, Continuing education days and Personal Flexible days**
- Requests will be viewed in seniority order. Employees get the **first two available** requests in the first round and the **first two available** in the second round on their numbered lists; single available requests will be granted in subsequent rounds. Employees **shall** designate the type of time off being requested (vacation, personal flexible, float holidays and/or continuing education) You may list as many requests as you wish to ensure you get time off. (see example below) (Note: If you are combining a vacation with continuing education it will be considered 1 request you will need to identify the number of CE days and the number of vacation days in order for it to be tracked appropriately.)
- Employees may elect to submit vacation VPTO requests during the selection period and/or outside the selection period. Requests submitted outside the selection period **will be limited to available dates not previously filled**. Approvals for requests outside the selection period will be reviewed on a first come, first served basis using the applicable date/Timestamp. Seniority will apply when two (2) or more requests are submitted with the same date. Normally, employees will be required to submit vacation VPTO requests no less than two (2) weeks prior to the posting of the employee's work schedule. The Employer will consider vacation VPTO requests with less than the normal notice in unusual circumstances.
- Employees **must** designate the adjacent weekend and/or holiday to the request. So if you are taking Monday through Friday off and it is the preceding and following weekend that you will also be off even if you do not work these days you need to ask for them. As an example: You will be out of town Saturday through Friday and you normally have Saturday and Sunday off you will still need to include these days in your request.
- Planning Calendars should have been released and accessible as they are normally released the first week in January.

- If at the time the VPTO request is submitted the employee has not yet accrued the needed time off but will accrue the time of by the dates requested, the dates should be granted according to the parameters outlined above. Approvals are contingent on having enough benefitted time available at the time the vacation is to be taken.
 - *If the employee has not accrued the requisite time off by the date the time off is to be taken, the Employer reserves the right to require the employee to work the amount of time that the employee has not accrued or permit the employee to utilize other paid time*
- The Employer will attempt make every effort to accommodate honor previously scheduled VPTO in instances where employees are involuntarily transferred by the Company.
- Submit your VPTO bid to your manager or staffing office inbox whichever is applicable.
- **Bidding timeline:** This process is for requesting time off between **April 1st, 2022 - March 31st, 2023.**
 - Bids may be submitted between **January 15 – February 6.**
 - § Bids must be submitted by 11:59PM (Mountain Standard Time) on February 6th.
- Notification of bidding results will go out to employees by March 1st via email or posting per contractual guidelines. Finalized vacation calendars can also be viewed **at the department or schedule 360 level.**
- You may submit your bid request from your personal email to meet the deadline if needed.
- If you have more than one request, please submit these multiple requests in order of preference including the specified benefitted time to be used. (see suggested template available below)
- Please monitor your timecard, and either make your own changes to your timecard or notify your manager or RSO of any changes that need to be made regarding the type of benefitted time to be used.

See example below:

Example Vacation Bid Template #1:

**VPTO Bid Period Requests
April 1, 2022 – March 31, 2023**

Employee Name: _____

Employee Role: _____

Clinic/Department: _____

Date _____

Supervisor Signature _____

* Approved and Denied Columns to be filled out by supervisor or RSO whichever is applicable

Priority	Date(s) of Request	# Vacation Days	# Float Holiday	#CE	Flex Time	Approved/Denied*
#1						
#2						
#3						
#4						
#5						
#6						
#7						
#8						
Etc.						

VPTO UFCW Local 7 Multi-professional Contract language:

Section 3. Vacation and Planned Time Off Scheduling (Also Referred to VPTO)

A. VPTO refers to requests for vacation, personal-flexible days, float holidays and continuing education days. Employees shall designate which specific type of time off (vacation, personal-flexible days, float holidays and continuing education) is being requested. However, this language regarding the scheduling of personal flexible days does not supersede the language contained in the National Agreement regarding the scheduling of personal flexible days.

B. The employee will designate the time requested to be off the schedule **including adjacent weekends and holidays**.

C. Responsibility for authorization of VPTO shall be designated by the employer.

D. A vacation (VPTO) may be taken in increments of less than one (1) day or any uninterrupted period of time not to exceed the employee's vacation, personal flexible, and continuing education accrual balance.

E. During the first two weeks of January, vacation VPTO-planning schedules will be prepared listing employees in descending order of seniority. The vacation VPTO year will run from April 1st through March 31st. Vacation VPTO-planning schedules will be posted in appropriate areas and will indicate the number of employees per each bargaining unit allowed to take vacation VPTO concurrently.

F. If at the time the VPTO request is submitted the employee has not yet accrued the needed time off but will accrue the VPTO by the time of the dates requested, the dates should be granted according to the parameters outlined in this section. If the employee has not accrued the requisite time off by the date the time off is to be taken, the Employer reserves the right to require the employee to work the amount of time that the employee has not accrued or permit the employee to utilize other paid time.

G. During the selection period, from January 15th to February 6th employees may submit multiple requests for vacation VPTO by marking their choices (example 1st, 2nd, 3rd, etc.) on the vacation VPTO request forms platform. Up to the first two- (2) available VPTO requests will be granted in the first round two- (2) available VPTO requests will be granted in the second round; single requests will be considered granted in subsequent rounds if times are still available. All requests will be based on predetermined staffing needs. A "round" will equal one pass through the seniority list, with vacation VPTO requests granted in order of seniority. Approved vacation VPTO schedules will be posted on or before March 1st **in a way** in an area that is accessible to employees.

H. Employees may elect to submit vacation VPTO requests during the selection period and/or outside the selection period. Requests submitted outside the selection period will be limited to available dates not previously filled. Approvals for requests outside the selection period will be reviewed on a first come, first served basis using the employee's signature date on the request form the applicable timestamp. Seniority will apply when two (2) or more requests are submitted with the same date. Normally, employees will be required to submit vacation VPTO requests no less than two (2) weeks prior to the posting of the employee's work schedule. The Employer will consider vacation VPTO requests with less than the normal notice in unusual circumstances.

I. The supervisor shall respond to the employee in writing regarding a vacation VPTO requested outside the selection period within two (2) weeks from the date the request was submitted by the employee. The written response shall indicate that the request was (A) Approved (B) Denied; or (C) Deemed a Continuing Request to be addressed as operational needs allow. Requests shall be deemed "continuing requests" only when efficient operations and staffing needs cannot reasonably be assessed. In the event the vacation VPTO request can be approved/denied/continued prior to two (2) weeks, the supervisor will communicate such to the employees as soon as possible. Approvals for timely vacation VPTO requests shall not be contingent upon the employee securing his/her own replacement as long as there are vacant spots on the vacation VPTO schedule.

J. Employees voluntarily transferring from one facility or department to another will be required to select vacation VPTO in accordance with the planning schedule in effect for the new facility or department. Further, employees will be restricted to open dates not previously filled by scheduled vacations VPTO or approved leaves of absence. Exceptions may be granted in extenuating circumstances. The Employer will attempt make every effort to accommodate honor previously scheduled vacations VPTO in instances where employees are involuntarily transferred by the Company.

K. Seniority shall govern, as necessary, in authorizing vacation VPTO requests. Once a vacation VPTO has been authorized by the supervisor, no senior employee may bid into the schedule or otherwise claim the date.

L. If an approved, scheduled vacation VPTO is cancelled by the Employer, the Employer will reimburse the employee for irrevocable, non-refundable and not-transferable cost upon verifiable proof of loss. The employee shall surrender any tickets for which they are being reimbursed to the Employer.

M Employees may request vacation VPTO schedule changes or cancellations, in writing, at any time. Notice must be given prior to the change or cancellation. The Employer will attempt to place the employee back on the schedule.

N. New openings in the vacation schedule will be made available to employees for one (1) week. If these dates were previously denied during the selection period, employees may resubmit the original copy of the denied request and be given priority. In the event there are no resubmissions, continuing requests will be considered. If none of the above apply the open vacation time shall be granted on a first come, first served basis.

O. Advanced Practice Providers (APPs) Mid-level providers and their physician colleagues will coordinate their vacation schedules. It shall be the responsibility of the Medical Office Administrator (MOA) or equivalent to ensure that the scheduling is fair and equitable. In the event there is disagreement that the process has been fair, the mid-level providers APPs have the right to appeal to any representative of the Primary Care Leadership Team or Operational Leadership Team, and their Union Steward and/or Union Representative. Such appeals will be scheduled and decided within 2 weeks. If not satisfactorily resolved, the issue may be submitted to the grievance/arbitration procedure.