

## **Article 18A – Scheduling Vacations/CTO**

The Manager in each cost center or department will work collaboratively with the bargaining unit employees in the cost center or department to facilitate each bargaining unit employee's ability to take time off.

The bargaining unit employee and the manager in each cost center must mutually agree upon the seniority list as written and posted. UVMMC will provide the department seniority lists to each cost center. The Manager and the unit steward will work together to insure the accuracy of the list.

Each cost center or department will use either the Rolling Sign Up (see Section A below) or the Seniority Sign Up (see Section B below). The bargaining unit employees in each cost center or department shall determine which system to use based on a majority vote. Cost centers or departments may change the process no more than one time per year. If an election is requested by bargaining unit employees in a cost center or department, the VFNHP and UVMMC will work collaboratively to establish and conduct the voting process within 60 days of such request. Any transition to a different process will recognize time off that has already been granted.

An employee with an approved vacation will not have their vacation denied because of a change in their shift/schedule.

In 24/7 cost centers with at least 10 committed hours technical bargaining unit employees, at least one employee per shift shall be permitted to receive approved time off. In non-24/7 cost centers with at least 10 committed hours technical bargaining unit employees, at least one employee per day shall be permitted to receive approved time off.

The processes outlined in this article may be done electronically, where the appropriate platform exists.

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