
Diagnostic Services – Department of Radiology – Diagnostic Division

SUBJECT/TITLE: **MRI WEEKEND OPTION AND WEEKEND SCHEDULING TO COVER VACATION FOR WEEKEND OPTION**

PURPOSE: Identify vacation policies and scheduling protocols for MRI Division in the Department of Radiology.

DEFINITION: None

POLICY: The MRI Division of the Department of Radiology will develop vacation protocols by obtaining staff input and approval from supervisor.

PROCEDURE:

1. Unless otherwise stated in this policy, you must follow the MR Division Vacation and Time off policy.
2. Time off - Will be allowed to take 4 days off every six months. Staff with 6 years experience will be granted one floating weekend (2 days) during the year. Staffs with 6 years experience are allowed a total of 5 weekends/10 days off a year. Staffs with less than 6 years experience are allowed a total of 4 weekends/8 days off a year.
3. Vacation requests will only be approved if:
 - a) Must be placed two weeks in advance of requested day off.
 - b) The weekend option technologist with the opposite shift does not already have the requested day off. Only one weekend option technician off per day is allowed.
4. Weekend option technologist may request to leave early on the weekend, but must give two weeks notice and it counts toward the total allowable days off according to the SEIU contract. Partial day requests should be four hours or less. If more than four hours technologist needs to take entire day off.
5. Holidays:
 - a) Only one holiday weekend every six months. It is only considered a holiday weekend if the university holiday day off falls on a Monday or Friday.
 - b) Christmas, New Year's Eve, or Spring Break weekends will not be granted two years in a row.

6. Sick time:
 - a) Sick time only can be used for four days in a six month period. After four absences vacation must be used per SEIU bargaining contract.
 - b) Sick days count towards the total number of days off allowed in a six month period.
 - c) FMLA does not count towards vacation days allowed or the four days allowed for sick time in a six month period.
7. Coverage for weekend option for vacation:
 - a) The on-call technologist will cover the 12 hour shift on an on-call basis.
 - b) If the on-call technologist has excessive call during the weekend they may take comp-time or vacation on the following Monday if staffing permits per the MR division vacation policy or if no staff are off due to illness. If technologist takes comp time it equals one hour off per hour worked per the SEIU contract.
8. Coverage due to Sick Time
 - a) Weekend option will call technologist on call. The on-call technologist will call the on-call radiologist to inform them of the change.
 - b) The on-call technologist will cover the shift on an on-call basis.
 - d) If the on-call technologist has excessive call during the weekend they may take comp-time or vacation on the following Monday if staffing permits per the MR division vacation policy or if no staff are off due to illness. If technologist takes comp time it equals one hour off per hour worked per the SEIU contract.