
Diagnostic Services – Department of Radiology – Nursing Division

SUBJECT/TITLE: Staffing/Vacation and Holiday Scheduling

PURPOSE: To ensure adequate staffing within the Radiology Nursing Unit

DEFINITION:

BACKGROUND:

POLICY:

PROCEDURE:

Vacation

1. One RN FTE and one NA FTE may be granted vacation at one time (pm staff included) in Diagnostic Radiology. One RN Coordinator may be granted vacation at one time.
2. Employees with at least six (6) months of employment shall be offered the opportunity to schedule at least one (1) week of vacation during the periods of prime time, defined as the period beginning May 15 and ending September 15. Prime time vacation requests will be limited to only one (1) week and shall be granted based upon seniority.
3. Vacation requests must be submitted into ELMS LaborWorks for Nurse Manager review prior to the vacation request deadline dates set forth by the Nurse Manager.
4. If more than one individual request the same dates, the NM will initiate negotiations between the affected staff. If a compromise cannot be reached, seniority will determine who receives the time off.
5. Consecutive yearly requests by the same person for vacation during Spring Break week, Christmas, and Thanksgiving weeks will only be considered if other staff do not request time off during this period. Date of request and seniority does not play a factor in these requests.
6. Vacation requests submitted after the schedule has been finalized will be granted based on the needs of the clinical area and the number of available staff.

7. In the event of low census or workload, spontaneous vacation days will be granted on a rotating basis and at the discretion of the NM or designee.

Holiday Policy:

1. RN Holiday coverage for INR call will be scheduled on a rotating basis and will include the University Holidays as well as the actual holiday if they fall on different dates.
2. NA holiday coverage will be scheduled on a rotating basis. In the circumstance where the University holiday(s) falls on a different date than the actual holiday the following will be the scheduling guidelines:
 - a) Staff scheduled for the holiday will work the actual holiday (s).
 - b) Staff hired into M-F lines will not be scheduled to work on the University Holiday(s) and will have the normal weekend hours off.
 - c) Staff hired into lines that include weekend coverage will work the University holiday and have the actual holiday (on the weekend) off.

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