
Diagnostic Services – Department of Radiology – Diagnostic Division

SUBJECT/TITLE: VACATION & TIME OFF

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

POLICY: The Diagnostic Division of the Department of Radiology will develop vacation scheduling protocols by obtaining staff input and approval of supervisors.

PROCEDURE:

1. Vacation Request Time Limits:

Vacation requests should be submitted no more than six months before the time off being requested.

- a. MRI, CT, US: Time off may be submitted on the first of the month, six months before the vacation request, i.e., request for November 22 may be submitted on May 1st. If the first of the month falls on a weekend or holiday, the first scheduled work day is the first day of consideration for requested vacations.
- b. Diagnostic Radiology: All vacation requests submitted on one day are considered to have been submitted at the same time. Requests for < 4 hours will be placed on stand-by list.
- c. Image Management and Reception: Time of may be submitted on the first of the month, six months before the vacation request (i.e., request for November 22 may be submitted on May 1st)
- d. For all areas: Employees may not request more time off than they will have accrued by the time of the requested vacation. When submitting vacation requests, employees should review their current paid time off balance in ELMS (including vacation and comp time) and their expected accruals. Employees should consult with their supervisor if they are unsure if they will have enough time to cover.

2. Vacation Approval Limit:

- a. 1st shift Diagnostic - A maximum of three staff members will be allowed time off at one time in General Diagnostic.
- b. 2nd shift Diagnostic- A maximum of one employee will be allowed off at one time. Vacations will be replaced by part-time hourly employees whenever possible.
- c. 3rd shift Diagnostic – A maximum of one employee will be allowed off at one time. Vacations will be replaced by part-time hourly employees whenever possible.

- d. MRI – Two staff members on 1st shift, two staff members 2nd shift and 1 staff member on weekend option will be allowed off. 2nd vacation slot on 2nd shift will only be approved within two weeks.
 - e. CT – Two staff members will be allowed off at one time. For weekend option, 1 staff member will be allowed off at one time. CT Data Lab- One staff member will be allowed off at one time.
 - f. US – A maximum of two employees will be allowed off at one time. For US 24/7 1 employee will be allowed off at one time.
 - g. IRL – A maximum of 1 staff member will be allowed off at a time. Approvals will also be dependent on the skill mix of technologists or sonographers to assure that there are staff available to cover all modalities.
3. Priority:
- a. Time off will be granted on a first come, first served basis, unless two staff members submit their requests at the same time on the same day. In that case, the staff member who has the most seniority will have priority.
 - b. MRI: Time off will be granted on a first come, first served basis, unless two staff members submit their requests on the same day. In that case, the staff member who has the most seniority will have priority.
 - c. Requests for paid time off will be granted before requests for time off without pay.
 - d. Requests for time off without pay are not typically approved in advance, unless there are special circumstances identified by the manager of the area. (eg: equipment is scheduled to be down).
4. Stand-by Vacation List:
- A stand-by vacation list will be comprised of those vacation requests which were not approved. Staff may have the opportunity to have vacation time on a daily basis, or in the event of a vacation cancellation.
- a. The order on the list will be determined by the date of the original request for vacation.
 - b. If the area is sufficiently staffed, staff on the stand-by list will be given the option of taking time off.
 - c. Stand-by will be granted only if there are adequate staffing levels to support the clinical activities.
 - d. Because a variety of factors will affect staffing levels (patient volume, inservices, manager availability), the determination to approve standby will be made by the manager of the area or their designee.
5. Vacation Cancellation:
- a. General Diagnostic: Staff must give a two week notice to cancel or staff will be required to take the time off.
 - b. CT, MRI, IR, US and IRL: In the event that no one is on standby, the staff member may cancel vacation with less than two week notice, if coverage of staffing is arranged by the person canceling the vacation and approved by the manager.
 - c. 2nd/3rd shift: If the part-time schedule is already posted for that time period, the staff member may cancel the vacation if the part-time replacement must be willing to give that time back.

6. Paid time off hours accrual:

- a. Because the time between receiving approval and the actual planned vacation can sometimes be as much as six months, staff must ensure that they have adequate number of vacation or paid time off hours to cover the scheduled vacations.
- b. If staff do not have an adequate number of hours to cover a vacation request, the vacation may be cancelled.

7. Summer Vacation:

- a. So more staff will have a chance for summer time off, no one will be off more than two weeks (total of 10 days) vacation during the summer months (May15-Sept. 15) unless there is open vacation time after summer vacation requests have been submitted per section guidelines. Half-time employees will also be restricted to two weeks (5-6 days). The only exception to this is if staff who are on standby, and no one else takes it within two weeks of the affected date.
- b. MRI: December 1st staff will be allowed to request 1 full week of vacation for June-August. February 1st staff can request a 2nd full week of vacation for June-August. April 1st staff can request individual days or give days back from the above full week requests. Time off will be granted on a first come, first served basis, unless two staff members submit their requests on the same day. In that case, the staff member who has the most seniority will have priority.
- c. General Diagnostic: In January, staff will sign up for summer vacation in the vacation book, starting from staff with most seniority. Staff who have 20 years or greater of seniority will sign up for two weeks (two instances of five consecutive days, the weeks do not have to be together). All other staff will sign up for one week. After the first round, staff with less than 20 years will have the opportunity to sign up for 5 additional days which do not have to be consecutive.
- d. CT and IRL: In January, staff will sign up for summer vacation in the vacation folder: starting from staff with most seniority. Staff will sign up for five consecutive days. After the first round, staff will have the opportunity to sign up for five additional days which do not have to be consecutive.
- e. Reception: In January, staff will sign up for summer vacation starting with the staff with most seniority. Staff will sign up for 1 week (5 consecutive days M-F). After the first round, staff in order of seniority, will have the opportunity to sign up for 5 additional days which do not need to be consecutive.
- f. Image Management: On March 1, vacation will be opened to allow approvals for summer vacation requests for single days and additional weeks.

8. Spring Break: Spring Break may not be granted to the same person two (2) years in a row unless no one else requests the time off. Vacation approval for people requesting two consecutive years will not be granted until six weeks before Spring break week begins.

9. December Holiday:

- a. December holiday vacation will be limited to 1 week per person and is defined as:
 - The week of Christmas.
 - The week of New Year's.
- b. CT, MRI, US and IRL: One week restriction is removed if no one else requests time off within six weeks of the holiday.
- c. IR: Staff who work the Christmas holiday will have first option to take off the week of New Year's.
- d. Prior December holiday vacations will be considered; the same person will not be allowed to have December holiday time off for two (2) consecutive years unless no one else requests it. Please note that one day of vacation during Christmas or New Year's week applies as the week rule. For example, if a person takes a day off during Christmas week, that person would not be eligible for time off during the December holiday the following year.
- e. Vacation approval for people requesting December holiday vacation for two consecutive years will not be granted until six weeks before the holiday week begins.

10. Thanksgiving Week (IRL and General Diagnostic): Thanksgiving Week may not be granted to the same person two (2) years in a row unless no one else requests the time off. Vacation approval for people requesting two consecutive years will not be granted until six weeks before Thanksgiving week begins.

11. Weekend Option requests for Holidays:

- a. When requesting vacation for the weekend adjacent to a holiday, weekend option staff may request one holiday weekend every six months.
- b. A weekend option person will not have the Thanksgiving, Christmas and New Year's weekend for two consecutive years.

12. Scheduled appointments:

- c. Scheduled doctor and dental appointments must have an absence request filled out and submitted to the appropriate supervisor at the time the appointment is made.
- d. Every effort should be made to schedule appointments on days off for working a weekend, in the afternoons.
- e. Every effort should be made to avoid scheduling appointments on Friday afternoons.
- f. Requests for a doctor and dental appointment scheduled for that day must have approval.

13. Submitting request for time off:

- a. General Diagnostic and IR: submit requests to the clinical chief designated to approve vacation. Time off will be granted in the Diagnostic Outlook Calendar
- b. For all other areas: requests for time off will be submitted through ELMS.

MRI:

All vacation requests for all shifts will be submitted through ELMS and will be documented on the MRI vacation Outlook Calendar. 1st and 2nd shift will cover their own vacation requests. 3rd shift and weekend option shifts will be covered by on call technologist if needed.

CT:

In assigning coverage of 2nd shift, six week notice must be given. Anything less will be treated as standby, coming to work and leaving only if personnel and patient workload permit.

IRL:

In assigning coverage of late shift, six week notice must be given. Those staff requesting vacation with less than a six-week notice, which would require shift coverage, are eligible for vacation subject to staff member finding coverage for the shift without creating additional compensation.