

**KALEIDA HEALTH
1199/SEIU UNITED HEALTHCARE WORKERS EAST
COMMUNICATIONS WORKERS OF AMERICA**

2022 CONTRACT NEGOTIATIONS

**Union Counterproposal
Date Presented: May 4, 2022**

**Article 27
Paid Time Off Scheduling**

CWA BGMC/RN

Section 1. The calendar year shall be divided into three (3) periods. Period 1 will be by November 1 of the preceding year for all time requests for January 2 through June 14.

- a.) Period 2 will be by March 1 for June 15 through September 15 and December 20 through January 1: a maximum of seventy-five (75) hours can be requested for all full-time employees and for part-time employees a maximum equivalent to their category of employment, (i.e., .6 PT = 45 hours in Period 2); and
- b.) Period 3 will be by July 1 for the remainder of the year.

When there is a conflict in PTO selection between two (2) or more employees, the highest seniority date will govern.

Requests submitted after these dates will be considered in the order in which they are received. Any open pre-scheduled time that remains after the above cut off dates will be filled on a first come, first serve basis. If two (2) or more requests are submitted in the same day it will be decided by seniority. Such PTO requests will not be held to the maximum limits in prime time.

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

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Section 3. Annually, by August 1st the Employer will take a snapshot of each job title and utilize this population snapshot to post by October 1st the number of PTO hours available per week, based on the current staff's annual PTO accrual, inclusive of any vacancies (**PTO for vacancies will be calculated using the average accrual rate for that job title**). The standardized formula (listed below) will be utilized for PTO calculation:

- a.) total of all employees annual accrual, by job title, shift and department = X;
- b.) subtract from X, the annual average PTU usage for the department from August 1 of the prior year through July 31 of the current year = Y;
- c.) divide Y by 52 weeks = Z;
- d.) Z = minimum number of pre-approved hours per week.

Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing Committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 4. The employee shall submit their requests in duplicate on PTO request form #21 **or by utilizing the KRONOS APP** and include all days off. Employees shall be notified of approval or denial within thirty (30) calendar days from the date requests are due. Unless there are extenuating circumstances that adversely affect the Employer's ability to provide notification, failure to do so within thirty (30) days will result in the Employee's PTO request to be considered approved by default.

Section 5. Routine time requests for individual PTO days will not be held to the maximum limits in prime time. Requests for individual PTO days submitted after the above dates will be submitted with the time requests in the time block in which they are being requested. In case of conflict, approval of these time requests will be evenly distributed, and will not be arbitrarily denied.

Section 6. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask an attendance or tardiness problem.

Section 7. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management employees may not interfere with the scheduling of bargaining unit personnel. The exception will be Advance Practice Practitioners. Where NPs and PAs work in the same unit, PTO will be approved jointly.

Section 8. Should an employee desire to change approved PTO, the employee must submit the change by the date that time requests are to be submitted for the next schedule.

Section 9. If an employee is requested to work during a week in which he/she has an approved PTO, it will be the employee's option to rescind or keep the PTO time.

Section 10. Approved PTO may not be changed when personnel must transfer, without the consent of the employee, in instance of layoff, unit closure or transfers because of an administrative decision. In each of the above instances, approved PTO requests will be honored. When a transfer to another unit/cost center or change in status occurs, at the employee's request, approved PTO requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved PTO schedule.

Section 11. Previously approved PTO will be redistributed as outlined below:

- a.) When PTO becomes available due to employee give back, it will be redistributed per letter c. below.
- b.) In the event PTO hours are to be redistributed due to New York State Disability*, Workers' Compensation*, Leave of Absence*, and/or vacated positions, redistribution will be per letter c. below. In these circumstances, the decision of management to redistribute those PTO hours will not be arbitrary.
- c.) Each unit will follow a process to ensure that employees previously denied PTO hours will have first choice to be granted those available PTO hours.

After the above process has been completed, if there are remaining PTO hours available, they will be granted on a first come first serve basis.

* For those employees out on New York State Disability, Workers' Compensation or Leave of Absence, the time will become available for redistribution as soon as it is reasonably known that the employee will not be returning prior to when the PTO is scheduled.

Section 12. When the department is closed for any of the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

CWA BGMC/PROF

Section 1. The calendar year shall be divided into three (3) periods.

- a.) Period 1 will be by November 1 of the preceding year for all time requests for January 2 through June 14;
- b.) Period 2 will be by March 1 for June 15 through September 15 and December 20 through January 1: a maximum of seventy-five (75) hours can be requested for all full-time employees and for part-time employees a maximum equivalent to their category of employment, (i.e., .6 PT = 45 hours in Period 2); and
- c.) Period 3 will be by July 1 for the remainder of the year.

When there is a conflict in PTO selection between two (2) or more employees, the highest seniority date will govern.

Requests submitted after these dates will be considered in the order in which they are received. Any open pre-scheduled time that remains after the above cut off dates will be filled on a first come, first serve basis. If two (2) or more requests are submitted in the same day it will be decided by seniority. Such PTO requests will not be held to the maximum limits in prime time.

Employees will be notified of approval or denial within thirty (30) calendar days from the date requests are due. Unless there are extenuating circumstances that adversely affect the Employer's ability to provide verification, failure to do so within thirty (30) days will result in the employee's PTO request to be considered approved by default.

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 3. When the department is closed for the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

Section 4. For PTO requested during the period of time between June 15 – September 15 and December 20 – January 1, every employee will first be offered one (1) week of prime time PTO in seniority order. Once every employee has been offered one (1) week of prime time PTO open

weeks will be offered to employees in seniority order. It is understood by the parties that days off may be scheduled at the beginning and/or end of a PTO period.

Section 5. Annually, on August 1st the Employer will take a snapshot of each job title and utilize this population snapshot to post by October 1st the number of PTO hours available per week, based on the current staff's annual PTO accrual, inclusive of any vacancies (**PTO for vacancies will be calculated using the average accrual rate for that job title**). The standardized formula (listed below) will be utilized for PTO calculation:

- a.) total of all employees annual accrual, by job title, shift and department = X;
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- c.) divide X by 52 weeks = Z;
- d.) Z = minimum number of pre-approved hours per week.

Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing Committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 6. Routine time requests for individual PTO days will not be held to the maximum limits in prime time. Routine time requests submitted after the above dates will be submitted with the time requests in the time block in which they are being requested. In case of conflict, approval of these time requests will be evenly distributed, and will not be arbitrarily denied.

Section 7. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. PTO schedules for management employees may not interfere with the scheduling of bargaining unit personnel. The exception will be Advance Practice Practitioners. Where NPs and PAs work in the same unit, PTO will be approved jointly.

Section 8. Should an employee desire to change approved PTO, the employee must submit the change at least thirty (30) days prior to the first day of the month in which the PTO is requested.

Section 9. Approved PTO will not be changed when personnel must transfer, without the consent of the employee, in instance of layoff, unit closure or transfers because of an administrative decision. In each of the above instances, approved PTO requests will be honored. When a transfer to another cost center or change in status occurs, at the employee's request, approved PTO requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved PTO schedule.

Section 10. Employees may use PTO in increments of fifteen minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask an attendance or tardiness problem.

Section 11. Previously approved PTO will be redistributed as outlined below:

- a.) When PTO becomes available due to employee give back, it will be redistributed per letter c. below.
- b.) In the event PTO hours are to be redistributed due to New York State Disability*, Workers' Compensation*, Leave of Absence*, and/or vacated positions, redistribution will be per letter c. below. In these circumstances, the decision of management to redistribute those PTO hours will not be arbitrary.
- c.) Each unit will follow a process to ensure that employees previously denied PTO hours will have first choice to be granted those available PTO hours.

After the above process has been completed, if there are remaining PTO hours available, they will be granted on a first come first serve basis.

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CWA BGMC/TCC

Section 1. The calendar year shall be divided into three (3) periods.

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Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions:

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 3. Annually, on August 1st the Employer will take a snapshot of each job title and utilize this population snapshot to post by October 1st the Employer will post the number of PTO hours available per week, based on the current staff's annual PTO accrual, inclusive of any vacancies (**PTO for vacancies will be calculated using the average accrual rate for that job title**). The standardized formula (listed below) will be utilized for PTO calculation:

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Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available

hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 4. The employee shall submit their requests in duplicate on PTO request form #21 and include all days off. Employees shall be notified of approval or denial within thirty (30) calendar days from the date requests are due. Unless there are extenuating circumstances that adversely affect the Employer's ability to provide notification, failure to do so within thirty (30) days will result in the Employee's PTO request to be considered approved by default.

Section 5. Routine time requests for individual PTO days will not be held to the maximum limits in prime time. Requests for individual PTO days submitted after the above dates will be submitted with the time requests in the time block in which they are being requested. In case of conflict, approval of these time requests will be evenly distributed, and will not be arbitrarily denied.

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Section 7. PTO scheduled for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management employees may not interfere with the scheduling of bargaining unit personnel.

Section 8. Should an employee desire to change approved PTO, the employee must submit the change by the date that time request are to be submitted for the next schedule.

Section 9. If an employee is requested to work during a week in which he/she has an approved PTO, it will be the employee's option to rescind or keep the PTO time.

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Section 11. Previously approved PTO will be distributed as outlined below:

- a.) When PTO becomes available due to employee give back, it will be redistributed per letter c. below.
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redistribution will be per letter c. below. In these circumstances, the decision of management to redistribute those PTO hours will not be arbitrary.

- c.) Each unit will follow a process to ensure that employees previously denied PTO hours will have first choice to be granted those available PTO hours.

After the above process has been completed, if there are remaining PTO hours available, they will be granted on a first come first serve basis.

* For those employees out on New York State Disability, Workers' Compensation or leave of absence, the time will become available for redistribution as soon as it is reasonably known that the employee will not be returning prior to when the PTO is scheduled.

Section 12. When the department is closed for any of the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

CWA DMP/RN

Section 1. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form as follows:

- a.) by November 1 of the preceding year for all requests from January 1 to March 31;
- b.) by January 1 for all requests from April 1 to June 30;
- c.) by March 1 for all requests from July 1 to September 30; and
- d.) by July 1 for all requests from October 1 to December 31.

Requests submitted after these dates will be approved on a first come, first serve basis, based on availability of weeks left to schedule after all requests that were received on time have been approved and scheduled. If two (2) or more requests are submitted on the same day it will be decided by seniority.

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

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Section 3. Annually, on August 1st the Employer will take a snapshot of each job title and utilize this population snapshot to post by October 1st the Employer will post the number of PTO hours available per week, based on the current staff's annual PTO accrual, inclusive of any vacancies (**PTO for vacancies will be calculated using the average accrual rate for that job title**). The standardized formula (listed below) will be utilized for PTO calculation:

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- c.) divide X by 52 weeks = Z;
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Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing Committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 4. All time requests shall be scheduled subject to the staffing requirements of each department/unit.

Section 5. Employees will be notified of approved PTO requests for one (1) or more consecutive weeks, no later than two (2) weeks after the cut off dates outlined above, and a copy of the time request form will be returned to the employee. Unless there are extenuating circumstances that adversely affect the Employer's ability to provide notification, failure to do so within two (2) weeks will result in the Employee's PTO request being considered approved by default.

Section 6. For PTO requests during the period of time from May 15 to September 15 at least one (1) week will be granted. All requests for a second week of PTO during this time period shall be considered and granted, if possible, before any individual's request for three (3) weeks or more is considered.

Section 7. Where there is a conflict in approving PTO selection, the highest seniority date shall govern. Requests for PTO of one (1) or more weeks that include a major holiday shall be granted by seniority on a rotating basis. It is also understood that individual PTO days shall not be unreasonably denied.

Section 8. Should the employee desire to change an approved PTO, the employee may submit the change at least thirty (30) days prior to the first (1st) day of the month in which the PTO is requested.

Section 9. Approved PTO may not be changed when personnel must transfer without the consent of the employee, in instance of layoffs, unit closings or transfers because of administrative decision. In each of the above instances, approved PTO requests will be honored. When a transfer to another cost center or change in status occurs, at the employee's request, approved PTO request must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved PTO request.

Section 10. Previously approved PTO will be redistributed as outlined below:

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After the above process has been completed, if there are remaining PTO hours available, they will be granted on a first come first serve basis.

* For those employees out on New York State Disability, Workers' Compensation or Leave of Absence, the time will become available for redistribution as soon as it is reasonably known that the employee will not be returning prior to when the PTO is scheduled.

Section 11. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to make an attendance or tardiness problem.

Section 12. Time requests for individual PTO days scheduled off must be reduced to writing on the prescribed form **or by utilizing the KRONOS APP** and submitted to the responsible supervisor/department manager **with the time requests in the time block in which they are being requested.** ~~at least twenty-one (21) calendar days in advance of the requested day.~~

~~Employees will make every effort to submit requests for such time, at least one (1) week prior to the posting of the schedule. Management will reply indicating approval or disapproval within one (1) week of the request. Approval is contingent upon the Employer's ability to staff for the requested day. Section 13. Routine Time requests for individual PTO days will not be held to the maximum minimum limits in prime time and will be considered and granted contingent upon the Employer's ability to staff for the requested day. Routine time requests submitted after the above dates will be submitted with the time requests in the time block in which they are being requested. In case of conflict, approval of these time requests will be evenly distributed, and will not be arbitrarily denied.~~

Section 13. PTO schedules for employees from other bargaining units may not interfere with employees of this bargaining unit. PTO schedules for management employees may not interfere with the scheduling of bargaining unit personnel. The exception will be Advance Practice Practitioners. Where NPs and PAs work in the same unit, PTO will be approved jointly.

Section 14. When the department is closed for any of the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

CWA DMP/PROF

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Requests submitted after these dates will be approved on a first come, first serve basis, based on availability of weeks left to schedule after all requests that were received on time have been approved and scheduled. If two (2) or more requests are submitted on the same day, it will be decided by seniority.

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

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Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing Committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 4. All time requests shall be scheduled subject to the staffing requirements of each department/unit.

Section 5. Employees will be notified of approved PTO requests for one (1) or more consecutive weeks no later than two (2) weeks after the cut off dates outlined above, and a copy of the time request form will be returned to the employee.

Section 6. For PTO requests during the period of time from May 15 to September 15, at least one (1) week will be granted. All requests for a second week of PTO during this time period shall be considered and granted, if possible, before any individual's request for three (3) weeks or more is considered.

Section 7. Where there is a conflict in approving PTO selection, the highest seniority date shall govern. Requests for PTO of one (1) or more weeks that include a major holiday shall be

granted by seniority on a rotating basis. It is also understood that individual PTO days shall not be unreasonably denied.

Section 8. Should the employee desire to change an approved PTO, the employee may submit the change at least thirty (30) days prior to the first (1st) day of the month in which the PTO is requested.

Section 9. Approved PTO may not be changed when personnel must transfer without the consent of the employee, in instance of layoffs, unit closings or transfers because of administrative decision. In each of the above instances, approved PTO requests will be honored. When a transfer to another cost center or change in status occurs at the employee's request, approved PTO request must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved PTO request.

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After the above process has been completed, if there are remaining PTO hours available, they will be granted on a first come first serve basis.

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Section 11. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

Section 12. Time requests for individual PTO days scheduled off must be reduced to writing on the prescribed form and submitted to the responsible supervisor/department manager at least one week prior to the posting of the schedule. Management will reply, indicating approval or disapproval, within one (1) week of the request. Approval is contingent upon the Employer's ability to staff for the requested day.

Section 13. Routine time requests for individual PTO days will not be held to the maximum limits in prime time and will be considered and granted contingent upon the Employer's ability to staff for the requested day. Routine time requests submitted after the above dates will be submitted with the time requests in the time block in which they are being requested. In case of conflict, approval of these time requests will be evenly distributed.

Section 14. Switching of shifts or partial shifts between employees may occur, with the department manager's approval. A single request form must be submitted to the immediate supervisor/department manager, signed by both employees affected. In such cases where an employee's schedule prohibits the submission of a written request, such employee may contact his/her supervisor/department manager to request approval for a switch of shift followed by the written request. The initially scheduled holiday shall be considered the holiday commitment.

Section 15. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. PTO schedules for management employees may not interfere with the scheduling of bargaining unit personnel. The exception will be Advance Practice Practitioners. Where NPs and PAs work in the same unit, PTO will be approved jointly.

Section 16. When the department is closed for any of the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

CWA DMP/TCCS

Section 1. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form as follows:

- a.) by November 1 of the preceding year for all requests from January 1 to March 31;
- b.) by January 1 for all requests from April 1 to June 30;
- c.) by March 1 for all requests from July 1 to September 30; and
- d.) by July 1 for all requests from October 1 to December 31.

Requests submitted after these dates will be approved based on availability of weeks left to schedule after all request that were received on time have been approved and scheduled. If two (2) or more requests are submitted on the same day it will be decided by seniority

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.

- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 3. Annually, on August 1st the Employer will take a snapshot of each job title and utilize this population snapshot to post by October 1st the number of PTO hours available per week, based on the current staff's annual PTO accrual, inclusive of any vacancies (**PTO for vacancies will be calculated using the average accrual rate for that job title**). The standardized formula (listed below) will be utilized for PTO calculation:

- a.) total of all employees annual accrual, by job title, shift and department = X;
- b.) subtract from X, the annual average PTU usage for the department from August 1 of the prior year through July 31 of the current year = Y;
- c.) divide X by 52 weeks = Z;
- d.) Z = minimum number of pre-approved hours per week.

Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing Committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 4. All time requests shall be scheduled subject to the staffing requirements of each department/unit.

Section 5. Employees will be notified of approved PTO requests for one (1) or more consecutive weeks no later than two (2) weeks after the cut off dates outlined above, and a copy of the time request form will be returned to the employee. Unless there are extenuating circumstances that adversely affect the Employer's ability to provide notification, failure to do so within two (2) weeks will result in the Employee's PTO request being considered approved by default.

Section 6. For PTO requests during the period of time between May 15 to September 15 at least one (1) week will be granted. All requests for a second week of PTO during this time period shall be considered and granted, if possible, before any individual's request for three (3) weeks or more is considered.

Section 7. Where there is a conflict in approving PTO selection, the highest seniority date shall govern. Requests for PTO of one (1) or more weeks that include a major holiday shall be granted by seniority on a rotating basis. It is also understood that individual PTO days shall not be unreasonably denied.

Section 8. Should the employee desire to change an approved PTO, the employee may submit the change at least thirty (30) days prior to the first (1st) day of the month in which the PTO is requested.

Section 9. Approved PTO may not be changed when personnel must transfer without the consent of the employee, in instance of layoffs, unit closings or transfers because of an administrative decision. In each of the above instances, approved PTO requests will be honored. When a transfer to another cost center or change in status occurs, at the employee's request, approved PTO request must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved PTO request.

Section 10. Previously approved PTO will be redistributed as outlined below:

- a.) When PTO becomes available due to employee give back, it will be redistributed per letter c.) below.
- b.) In the event PTO hours are to be redistributed due to New York State Disability*, Workers' Compensation*, Leave of Absence*, and/or vacated positions, redistribution will be per letter c.) below. In these circumstances, the decision of management to redistribute those PTO hours will not be arbitrary.
- c.) Each unit will follow a process to ensure that employees previously denied PTO hours will have first choice to be granted those available PTO hours.

After the above process has been completed, if there are remaining PTO hours available, they will be granted on a first come first serve basis.

* For those employees out on New York State Disability, Workers' Compensation or Leave of Absence, the time will become available for redistribution as soon as it is reasonably known that the employee will not be returning prior to when the PTO is scheduled.

Section 11. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

Section 12. Time requests for individual PTO days scheduled off must be reduced to writing on the prescribed form **or by utilizing the KRONOS APP** and submitted to the responsible supervisor/department manager **with the time requests in the time block in which they are being requested.** ~~at least twenty-one (21) calendar days in advance of the requested day. Employees will make every effort to submit requests for such time, at least one (1) week prior to the posting of the schedule. Management will reply indicating approval or disapproval within one (1) week of the request. Approval is contingent upon the Employer's ability to staff for the requested day.~~ Section 13.—~~Routine~~ Time requests for individual PTO days will not be held to the ~~maximum~~ **minimum** limits ~~in prime time~~ and will be considered and granted contingent upon the Employer's ability to staff for the requested day. ~~Routine time requests submitted after the above dates will be submitted with the time requests in the time block in which they are being requested.~~ In case of conflict, approval of these time requests will be evenly distributed, and will not be arbitrarily denied.

Section 13. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. PTO schedules for management employees may not interfere with the scheduling of bargaining unit personnel.

Section 14. When the department is closed for any of the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

CWA MFSH/RN

Section 1. Requests for PTO of one (1) or more consecutive weeks will be requested on the appropriate form as follows:

- a.) by November 1 of the preceding year for all time requests for February, March, April and May;
- b.) by March 1 for June, July, August and September; and
- c.) by July 1 for October, November, December and January.

Multiple requests should be submitted for consideration. The requests should be prioritized and should designate the number of weeks they are requesting off for each of the above time periods.

Employees will be notified of approval or denial within thirty (30) calendar days from the date requests are due. Requests will be approved if the employee is not notified within thirty (30) calendar days.

Requests submitted after the due dates set forth above will be considered in the order in which they are received. Approval or denial will be as stated above or within thirty (30) calendar days

after requests are submitted. Requests will be approved if the employee is not notified within thirty (30) calendar days.

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 3. Annually, on August 1st the Employer will take a snapshot of each job title and utilize this population snapshot to post by October 1st the number of PTO hours available per week, based on the current staff's annual PTO accrual, inclusive of any vacancies (**PTO for vacancies will be calculated using the average accrual rate for that job title**). The standardized formula (listed below) will be utilized for PTO calculation:

- a.) total of all employees annual accrual, by job title, shift and department = X;
- b.) subtract from X, the annual average PTU usage for the department from August 1 of the prior year through July 31 of the current year = Y;
- c.) divide X by 52 weeks = Z;
- d.) Z = minimum number of pre-approved hours per week.

Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing Committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 4. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority date will govern.

Section 5. For PTO requested during the time period between June 15 and September 15, a maximum of ten (10) PTO days or seventy-five (75) hours will be taken. For PTO requested during the time period between December 20 and January 1, a maximum of five (5) PTO days or thirty-seven and one-half (37½) hours will be taken. It is understood by the parties that days off may be scheduled at the beginning and/or the end of a vacation period.

Section 6. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management/non-union employees will not interfere with the scheduling of bargaining unit personnel. The exception will be Advance Practice Practitioners. Where NPs and PAs work in the same unit, PTO will be approved jointly.

Section 7. Should an employee desire to change or rescind an approved vacation, the employee will submit the change at least thirty (30) days prior to the first day of the month in which the vacation is requested. Resulting availability of PTO days/week(s) will be posted immediately by the manager/supervisor for a period of two (2) weeks. Approval will be governed by seniority to those employees who were previously denied PTO. For the periods of June 15 through September 15 and December 20 through January 1, prime time vacation limits will apply.

- a.) In the event PTO hours are to be redistributed due to New York State Disability*, Workers' Compensation*, Leave of Absence*, and/or vacated positions, redistribution will be per letter b.) below. In these circumstances, the decision of management to redistribute those PTO hours will not be arbitrary.
- b.) Each unit will follow a process to ensure that employees previously denied PTO hours will have first choice to be granted those available PTO hours.

It is understood that the employer/management may increase availability of PTO at any time as circumstances permit.

* For those employees out on New York State Disability, Workers' Compensation or Leave of Absence, the time will become available for redistribution as soon as it is reasonably known that the employee will not be returning prior to when the PTO is scheduled.

Section 8. Approved vacations will not be changed without the consent of the employee when personnel must transfer because of layoff, unit closings, or transfers due to an administrative decision. In each of the above instances, approved vacation requests will be honored. When a transfer to another cost center or change in status occurs at the employee's request, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 9. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask an attendance or tardiness problem.

Section 10. Individual PTO days are to be submitted with routine time requests. It is understood that requests for individual PTO days are given the same consideration as any routine time requests and will not be unreasonably denied. Time requests for individual days will not count against the maximum limits set forth in prime time.

Section 11. When the department is closed for any of the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

CWA MFSH/PROF

Section 1. When the department is closed for the six (6) major holidays, or minimally staffed, those employees given the holiday off shall not have these PTO hours count towards the maximum PTO allotments allowed for prime times which include those periods.

Section 2. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form as follows:

- a.) by November 1 of the preceding year for all time requests for February, March, April and May;
- b.) by March 1 for June, July, August and September; and
- c.) by July 1 for October, November, December and January.

Employees shall be notified of approval or denial within thirty (30) calendar days from the date requests are due. Requests submitted after these dates will be considered in the order in which they are received. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority date shall govern. Any remaining open pre-scheduled time that remains after the above cut off dates will be offered on a first come, first serve basis. If two (2) or more requests are submitted in the same day it will be decided by seniority.

Section 3. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.

- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 4. Annually, on August 1st the Employer will take a snapshot of each job title and utilize this population snapshot to post by October 1st the number of PTO hours available per week, based on the current staff's annual PTO accrual, inclusive of any vacancies (**PTO for vacancies will be calculated using the average accrual rate for that job title**). The standardized formula (listed below) will be utilized for PTO calculation:

- a.) total of all employees annual accrual, by job title, shift and department = X;
- b.) subtract from X, the annual average PTU usage for the department from August 1 of the prior year through July 31 of the current year = Y;
- c.) divide X by 52 weeks = Z;
- d.) Z = minimum number of pre-approved hours per week.

Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing Committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 5. For PTO requested during the period of time between the full calendar week which includes June 15 and September 15, a maximum of five (5) consecutive PTO days or thirty-seven and one-half (37½) hours will be taken. Once every employee has been offered one (1) week of prime time vacation, a second week of prime time will be offered by seniority. Finally open weeks will be offered to employees in seniority order. It is understood by the parties that days off may be scheduled at the beginning and/or end of a vacation period. For PTO requested during the time period between December 20 and January 1, a maximum of five (5) consecutive PTO days or thirty-seven and one-half (37½) hours will be taken for full-time employees.

Section 6. Should an employee desire to change or rescind an approved vacation, the employee will submit the change at least thirty (30) days prior to the first day of the month in which the vacation is requested. Resulting availability of PTO days week(s) will be posted immediately by manager/supervisor for a period of two (2) weeks. Approval will be governed by seniority to those employees who were previously denied PTO. For the periods of June 15 through September 15 and December 20 through January 1, prime time vacation limits will apply.

It is understood that the employer/management may increase availability of PTO at any time as circumstances permit.

Section 7. Time requests for individual PTO days will not count against the maximum limits set forth for prime time. Routine time requests submitted after the above dates will be submitted with the time requests in the time block in which they are being requested and should not be unreasonably denied.

Section 8. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. PTO schedules for management/non-union employees will not interfere with the scheduling of bargaining unit personnel. The exception will be Advance Practice Practitioners. Where NPs and PAs work in the same unit, PTO will be approved jointly.

Section 9. Approved PTO may not be changed without the consent of the employee when personnel must transfer because of layoff, unit closing or transfers due to an administrative decision. In each of the above instances, approved PTO requests will be honored. When a transfer to another cost center or change in status occurs, at the employee's request, approved PTO requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved PTO schedule.

Section 10. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

Section 11. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time. Single PTO days will be equally distributed.

Section 12. When the department is closed for any of the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

CWA MFSH/TCC

Section 1. Requests for PTO of one (1) or more consecutive weeks will be requested on the approved form as follows:

- a.) by November 1 of the preceding year for all time requests for February, March, April and May;
- b.) by March 1 for June, July, August and September; and
- c.) by July 1 for October, November, December and January.

Employees will be notified of approval or denial within thirty (30) calendar days from the date requests are due. Requests will be approved if the employee is not notified within thirty (30) calendar days.

Requests submitted after the due dates set forth above will be considered in the order in which they are received. Approval or denial will be as stated above or within thirty (30) calendar days after requests are submitted.

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 3. Annually, on August 1st the Employer will take a snapshot of each job title and utilize this population snapshot to post by October 1st the number of PTO hours available per week, based on the current staff's annual PTO accrual, inclusive of any vacancies (**PTO for vacancies will be calculated using the average 454 accrual rate for that job title**). The standardized formula (listed below) will be utilized for PTO calculation:

- a.) total of all employees annual accrual, by job title, shift and department = X;
- b.) subtract from X, the annual average PTO usage for the department from August 1 of the prior year through July 31 of the current year = Y;
- c.) divide X by 52 weeks = Z;
- d.) Z = minimum number of pre-approved hours per week.

Once all the hours are allocated, if there are remaining pre-approved hours greater than or equal to half a shift of the most senior individual with an outstanding request for pre-scheduled PTO, that individual will be granted one shift of approved PTO.

The parties agree that the number of pre-approved hours generated by the formula above shall be presented at the September Site Staffing Committee meetings.

In all cases, a minimum of 37.5 hours per week will be approved. Once PTO is approved, the approval list will include name of employee, the number of approved hours, all open available hours per week and names of all employees denied PTO and the original hours requested. If positions are added or deleted from a unit/department /cost center, that change the available PTO hours, the change will be reflected in the next pre-approval period.

Section 4. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority date will govern. Requests will be approved if the employee is not notified within thirty (30) calendar days.

Section 5. For PTO requested during the time period between June 15 and September 15 and December 20 and January 1, a maximum of ten (10) consecutive PTO days or seventy-five (75) hours may be taken. It is understood by the parties that days off may be scheduled at the beginning and/or the end of a vacation period. It is understood that individual PTO days will not be unreasonably denied.

Section 6. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management/non-union employees will not interfere with the scheduling of bargaining unit personnel.

Section 7. Should an employee desire to change or rescind an approved vacation, the employee will submit the change at least thirty (30) days prior to the first day of the month in which the vacation is requested. Resulting availability of PTO days/week(s) will be posted immediately by the manager/supervisor for a period of two (2) weeks. Approval will be governed by seniority to those employees who were previously denied PTO. For the periods of June 15 through September 15 and December 20 through January 1, prime time vacation limits will apply.

- a.) In the event PTO hours are to be redistributed due to New York State Disability*, Workers' Compensation*, Leave of Absence*, and/or vacated positions, redistribution will be per letter b.) below. In these circumstances, the decision of management to redistribute those PTO hours will not be arbitrary.
- b.) Each unit will follow a process to ensure that employees previously denied PTO hours will have first choice to be granted those available PTO hours.

It is understood that the employer/management may increase availability of PTO at any time as circumstances permit.

* For those employees out on New York State Disability, Workers' Compensation or Leave of Absence, the time will become available for redistribution as soon as it is reasonably known that the employee will not be returning prior to when the PTO is scheduled.

Section 8. Approved vacations will not be changed without the consent of the employee when personnel must transfer because of layoff, unit closings, or transfers due to an administrative decision. In each of the above instances, approved vacation requests will be honored. When a transfer to another cost center or change in status occurs at the employee's request, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 9. Individual PTO days are to be submitted with routine time requests, are to be evenly distributed, and will not be unreasonably denied. Time requests for individual days will not count against the maximum limits set forth for primetime.

Section 10. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

Section 11. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 12. When the department is closed for any of the six (6) major holidays, or minimally staffed, those employees given the holiday off will not have their PTO hours count towards any of the maximum PTO allotments for those periods.

SEIU BGMC/SERVICE

Section 1. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form as follows:

- a.) By November 1st of the preceding year for all time requests for January, February, March, April and May;
- b.) By March 1st for June, July, August and September; and
- c.) By July 1st for October, November, December.

Requests submitted after these dates will be considered in the order in which they are received. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority date shall govern. Employees shall be notified of approval or denial within thirty (30)

calendar days from the date requests are due. **Failure to do so within thirty (30) days will result in the employee's PTO request to be considered approved by default.**

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 3. No more than two (2) weeks of PTO may be scheduled by any employee during the prime time period of June 15 to September 15 and also commencing the last full week in December through January 1st. It is understood by the parties that days off may be scheduled at the beginning and/or the end of a vacation period. It is understood that individual PTO days will not be unreasonably denied.

Section 4. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management and non-union employees may not interfere with the scheduling of bargaining unit personnel.

Section 5. Should an employee desire to change an approved vacation, the employee should submit the change at least thirty (30) days prior to the first day of the month in which the vacation is requested. The employee's request shall be accommodated if possible.

Section 6. Approved vacations may not be changed when personnel must transfer, without the consent of the employee; in instance of layoff, unit closings or transfers because of an administrative decision. In each of the above instances, approved vacation requests will be honored. When a transfer to another cost center or change in status occurs, at the employee's request, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 7. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 8. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

SEIU MFSH/SERVICE AND MAINTENANCE

Section 1. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form as follows:

- a.) By November 1st of the preceding year for all time requests for, February, March, April and May;
- b.) By March 1st for June, July, August and September; and
- c.) By July 1st for October, November, December and January.

Employees are encouraged to submit multiple requests, the request should be prioritized, and employees should designate the maximum number of weeks they are requesting off for each of the above time periods.

Requests submitted after these dates will be considered in the order in which they are received. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority date shall govern. Employees shall be notified of approval or denial within thirty (30) calendar days from the date requests are due. **Failure to do so within thirty (30) days will result in the employee's PTO request to be considered approved by default.**

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 3. A maximum of two (2) weeks PTO based on the FTE of the Employee may be taken during the period beginning with the workweek in which June 1st falls and ending the workweek in which August 31st falls. A maximum of one (1) week of PTO based on the FTE of the employee may be taken during the last two (2) weeks in December through the first week in January. It is understood by the parties that days off may be scheduled at the beginning and/or the end of a vacation period. It is understood that individual PTO days will not be unreasonably denied.

Section 4. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management and non-Union employees may not interfere with the scheduling of bargaining unit personnel.

Section 5. Should an employee desire to change an approved vacation, the employee should submit the change at least four (4) weeks prior to the time block which included the vacation

period. The employee's request shall be accommodated if possible. Resulting availability of PTO week(s) may be posted immediately by the manager/supervisor for a period of one (1) week. Approval will be governed by seniority.

Section 6. Approved vacations may not be changed when personnel must transfer, without the consent of the employee; in instance of layoff, unit closings or transfers because of an administrative decision. In each of the above instances, approved vacation requests will be honored. When a transfer to another cost center or change in status occurs, at the employee's request, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 7. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 8. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

SEIU OCH RN/LPN

Section 1. PTO will be scheduled in compliance with employee preference subject to the needs of the ~~Hospital~~ **department**. **PTO requests will not be unreasonably denied.** PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit with the exception of Advanced Practice Practitioners (APP)s. Unit Management and non-union employees will not be included on the PTO schedule with the staff of the unit.

Section 2. When a transfer to another cost center or change in shift occurs, at the employee's request, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 3. Should an employee desire to change approved PTO, the employee must submit the change by the date that time requests are to be submitted for the next schedule.

Section 4. If an employee has a pre-approved vacation scheduled and is absent on approved DBL or Workers' Compensation at the time that the PTO week occurs, he/she may request to bid on an open week on the schedule. Such new request must be submitted prior to the posting of the time schedule for the requested period of PTO.

Section 5. Individual PTO days will be requested at the normal request time and if approved will take precedence over a regular day off. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

Section 6. An employee covered by this agreement may request to take one (1) PTO

day on a weekend except during designated prime time. At least one such request will be granted per twenty four (24) hours except in the NICU where one requests will be granted per shift. All requests will be determined by seniority.

Section 7. PTO in segments of full weeks will be limited to two (2) weeks total time during prime time.

- a.) Prime time will be Memorial Day week through Labor Day Week for a Registered Nurse
- b.) Prime time for an LPN will be from July 1 - Labor Day

Section 8. A week of PTO is equal to the hours the employee is hired to work.

- a.) A schedule for full week units containing time slots available in the following calendar year will be posted in each unit by November 1. The time available will be evenly spaced throughout the year with sufficient openings to accommodate 70% of the PTO time in weekly increments in the unit. A minimum of one slot per week will be made available. An employee will be required to bid a minimum of 50% but no more than 70% of their time.

Calculating Employee's individual PTO

An individual's available PTO is calculated by the following formula:

Employee's annual hours x PTO hourly accrual rate = 100% of PTO accrual x 70% and x 50%.
To convert to weeks, the hours are then divided by the employee's hours per week.

Example:

1872 annual hours x .1731 = 324.04 hours
70% would be 226.83 hours ÷ 36 hours per week = 6.3 weeks
50% would be 162.02 hours ÷ 36 hours per week = 4.5 weeks

Calculating available slots

Based upon the PTO projection worksheet, by 70%, by shift, total the number of weeks in that column. Divide that total by 52 weeks. This will identify the number of full slots and weeks left over.

Example:

Total of 70% column for 1st shift = 140.58
140.58 ÷ 52 weeks = 2.70 (Therefore you would have 2 slots for 52 weeks in year)

140.58 – (52 x 2 = 104) = 36.58 weeks left over to be evenly spaced throughout the year (in this instance you would round up to 37 leftover weeks).

* PTO for vacancies will be calculated using the average accrual rate for that job title.

- b.) By November 15, the manager will post the schedule of vacation selection appointments. Appointments are scheduled in descending seniority order. A slot refers to the number of shifts of PTO time available on the clinical unit, which is the equivalent of one FTE on that unit. A partial slot is an individual shift of vacation time within a slot. In any unit where LPN's currently select PTO separately, this practice will continue.

The Union will assign a delegate to be present throughout the PTO bidding process. This includes all nursing units/departments/clinics. No overtime will be incurred by the delegate as a result of their participation in the PTO bidding process.

- c.) Preference in selecting PTO time in each unit will be in accordance with seniority provided an employee designates his/her desired PTO requests at the date and time indicated.
- d.) *Round 1:* Each Employee will be able to pick 50% of their PTO allotment by descending seniority order. *Round 2:* An employee may choose to select an additional 20% but not more than 70% of their total PTO allotment by descending seniority throughout the year. *Round 3:* An employee who has not selected any vacation during prime time may, at a 3rd sign up period, select partial PTO slots that are available throughout the year but in no more than 2 weeks during prime time. A maximum of 2-week PTO/FTE equivalents may be converted to use as individual days in the third bidding process. Eligible employees will make selections in this 3rd sign up period in descending seniority order. Selections will not affect normal weekend requirements in those units with a regular weekend work rotation. The total number of slots or partial slots will not be increased or decreased by this process that will be completed by December 15th. Weekend employees may pre-schedule PTO during this third bidding process.
- e.) After December 15, an employee may exercise seniority only for unfilled time periods or periods that later become vacant on the PTO schedule which are a full week or more. Unfilled slots will remain posted on the unit. Requests for any remaining unfilled weeks or weeks that become available will be posted for seven days and then granted by seniority. Requests for individual days that remain will be granted by seniority.

- f.) The manager or designee will approve the employee's request for vacation time in writing at the time of selection.
- g.) At no time will any employee be able to schedule more than two (2) full weeks during Prime-time.

Section 9. Following Article 74 – Job Security, Article 55 – Merger, Consolidation, Transfer or Establishment of Work within Kaleida Health or Article 56 – Selling and Closure of Business by Kaleida Health, an evaluation of PTO slots will occur when the staffing change by shift is 2.5 FTE's or greater due to deletion or creation as presented. Notification of the recalculation of PTO slots will be included in the presentation. Slots for the remaining PTO calendar will be recalculated and adjusted up or down to insure the proper PTO slots are available for the remainder of the PTO year. Approved PTO will not be denied due to the recalculation.

Section 10. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 11. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

SEIU OCH PROFESSIONAL

Section 1. The Union and the Employer are aware that there are differences in how each department schedules time off. It is the intent of this Agreement that these practices shall continue for the life of this Agreement. However, if a majority of bargaining unit employees in a department vote to amend the existing practice, the Employer and the Union agree to address any resulting proposal to amend said practice through the Labor Management Committee process.

Section 2. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority shall govern.

Section 3. Vacation schedules for management and non-union employees may not interfere with the scheduling of bargaining unit employees.

Section 4. PTO requests will not be unreasonably denied.

Section 5. Should an employee desire to change an approved vacation, the employee must submit the change at least thirty (30) days prior to the first day of the scheduled vacation.

Section 6. When a transfer to another cost center or change in status occurs, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 7. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 8. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

Section 9. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 10. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit with the exception of Advanced Practice Practitioners (APP)s. PTO schedules for management employees may not interfere with the scheduling of bargaining unit personnel.

SEIU NURSE PRACTITIONER

Section 1. The Union and the Employer are aware that there are differences in how each department schedules time off. It is the intent of this Agreement that these practices shall continue for the life of the Agreement. However, if a majority of bargaining unit employees in a department vote to amend the existing practice, the Employer and the Union agree to address any resulting proposal to amend said practice through the Labor Management Committee process.

Section 2. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority shall govern. However, when there is a conflict in PTO selection in

departments where there are only two (2) employees and where both have more than five (5) years or more of seniority, the less senior employee will receive first selection in alternate years.

Section 3. Vacation schedules for management and non-union employees may not interfere with the scheduling of bargaining unit employees.

Section 4. PTO requests will not be unreasonably denied.

Section 5. Should an employee desire to change an approved vacation, the employee must submit the change at least thirty (30) days prior to the first day of the scheduled vacation.

Section 6. When a transfer to another cost center or change in status occurs, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 7. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 8. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 9. Under no circumstances may any PTO under this contract be used in increments of less than fifteen (15) minutes. Employees may not utilize this minimum PTO to mask an attendance or tardiness problem.

Section 10. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit with the exception of Advanced Practice Practitioners (APP)s. Vacation schedules for management and non-union employees may not interfere with the scheduling of bargaining unit personnel.

SEIU OCH TECHNICAL

Prime time weeks are defined as:

- Memorial Day to Labor Day
- Week including Christmas Day and New Year's Day
- The week before Easter and the week after Easter

Section 1. Request for PTO days/weeks are selected within the Calendar year by employees in seniority order from the highest to lowest seniority. Employees will pick PTO equivalent to their employment status. Employees are allowed to pick two full weeks of PTO in the first selection process: except that employees may pick any amount of time during January 2 - March 31.

Section 2. After all employees pick their first two full weeks, then the remaining time (full weeks or single days) will be picked in the second round by order of seniority.

Section 3. Only two weeks may be picked during prime-time, unless after the first round pick, Prime-time weeks are still available.

Section 4. PTO requests must be submitted in writing for the first round by November 15th and the second round by January 15th. Managers will provide written approval as soon as practicable but no later than December 15th and February 15 respectively. After submission of written requests, the department manager or designee will speak with each employee in order of seniority. During the discussion the employee will be told if the PTO they requested has already been filled. If so, the employee will be informed of available PTO and employee may make an alternate choice of available PTO and get immediate approval.

Section 5. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 6. Requests will be granted in seniority order except when an employee with certain competencies is required and no employee with less seniority is qualified.

Section 7. If an employee leaves (quits or on DBL, WC or on a Leave), resigns or is terminated or otherwise vacates her/his position the weeks of approved PTO that employee has

chosen will be posted if staffing allows additional time off and a new selection process based on seniority and including these weeks must take place

Section 8. A PTO calendar will be posted for employees to view throughout the year and must be kept updated. After the second round of PTO selection, any incidental days/weeks of PTO will be granted on a first come first serve basis.

Section 9. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 10. An employee may bid on any open week or switch PTO days by mutual consent with another employee if he/she is out on DBL or Workers Compensation during the period of his/her previously approved PTO,

Section 11. In a situation where a department closes for a holiday, a part-time employee must request an additional day off if they choose to reduce their work week. Without this request, the manager will schedule such holiday as a regular day off for that week, provided it is not a required holiday for the employee to work.

Section 12. Requests for single PTO days will be approved or denied on the PTO approval form. Any employee who has been denied single PTO requests two or more times, will have the option to request a review by the site staffing committee.

Section 13. If an employee changes job titles or shifts every effort will be made to maintain the approved PTO.

Section 14. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Time off for per diems, temporary employees, management, non-union and agency employees may not affect the approval of PTO for bargaining unit employees.

Section 15. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

SEIU BUSINESS OFFICE CLERICAL

Section 1. The Union and the Employer are aware that there are differences in how each department schedules time off; it is the intent of this Agreement that these practices shall continue for the life of this Agreement.

Section 2. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority shall govern. Employees shall be notified of approval or denial within thirty

(30) calendar days from the date requests are due. It is also understood that individual PTO days will not be unreasonably denied.

Section 3. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management and non-union employees may not interfere with the scheduling of bargaining unit employees.

Section 4. Should an employee desire to change an approved vacation, the employee must submit the change at least thirty (30) days prior to the first day of the scheduled vacation.

Section 5. When a transfer to another cost center or change in status occurs, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 6. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 7. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 8. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

SEIU OCH CLERICAL

Section 1. The Union and the Employer are aware that there are differences in how each department schedules time off; it is the intent of this Agreement that these practices shall continue for the life of this Agreement.

Section 2. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority shall govern. Employees shall be notified of approval or denial within thirty (30) calendar days from the date requests are due. It is also understood that individual PTO days will not be unreasonably denied.

Section 3. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management and non-union employees may not interfere with the scheduling of bargaining unit employees.

Section 4. Should an employee desire to change an approved vacation, the employee must submit the change at least thirty (30) days prior to the first day of the scheduled vacation.

Section 5. When a transfer to another cost center or change in status occurs, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 6. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 7. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 8. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask and attendance or tardiness problem.

SEIU OCH SERVICE AND MAINTENANCE

Section 1. Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form as follows:

- a.) By November 1st of the preceding year for all time requests for, February, March, April and May;
- b.) By March 1st for June, July, August and September; and
- c.) By July 1st for October, November, December and January.

Requests submitted after these dates will be considered in the order in which they are received. When there is a conflict in PTO selection between two (2) or more employees, the highest seniority date shall govern. Employees shall be notified of approval or denial within thirty (30) calendar days from the date requests are due. **Failure to do so within thirty (30) days will result in the employee's PTO request to be considered approved by default.**

Section 2. A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions.

- a.) Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.
- b.) Employees will not be required to go into negative PTO for the purpose of meeting this requirement.
- c.) Days taken as individual PTO days will count towards meeting this requirement.

Section 3. PTO will be limited to two (2) weeks total time for any employee during the prime time from June 15th through Labor Day. It is understood by the parties that days off may be scheduled at the beginning and/or the end of a vacation period. It is understood that individual PTO days will not be unreasonably denied.

Section 4. PTO schedules for employees from other bargaining units, may not interfere with employees of this bargaining unit. Vacation schedules for management and non-union employees may not interfere with the scheduling of bargaining unit personnel.

Section 5. Should an employee desire to change an approved vacation, the employee should submit the change at least thirty (30) days prior to the first day of the month in which the vacation is requested. The employee's request shall be accommodated if possible.

Section 6. Approved vacations may not be changed when personnel must transfer, without the consent of the employee; in instance of layoff, unit closings or transfers because of an administrative decision. In each of the above instances, approved vacation requests will be honored. When a transfer to another cost center or change in status occurs, at the employee's request, approved vacation requests must be resubmitted. However, every attempt will be made to accommodate the employee's previously approved vacation schedule.

Section 7. Full weeks of PTO take priority over single days of PTO provided requests are submitted on time.

Section 8. Employees may use PTO in increments of fifteen (15) minutes or more, on a day to day basis, with the approval of the manager/supervisor. Employees may not utilize this minimum PTO to mask an attendance or tardiness problem.

~~HUOE DEGRAFF MAINTENANCE DEPARTMENT~~

~~Section 1. — Requests for PTO of one (1) or more consecutive weeks shall be requested on the appropriate form as follows:~~

- ~~a.) — by November 1st of the preceding year for all requests from January 1st to March 31st;~~
- ~~b.) — by January 1st for all requests from April 1st to June 30th;~~
- ~~c.) — by March 1st for all requests from July 1st to September 30th;~~
- ~~d.) — by July 1st for all requests from October 1st to December 31st.~~

~~Requests submitted after these dates will be approved based on availability of weeks left to schedule after all requests that were received on time have been approved and scheduled. Employees will be notified of approved PTO no later than two (2) weeks after the cutoff dates outlined above. All time requests shall be scheduled subject to the staffing requirements of the department.~~

~~Section 2. — A minimum of one (1) week PTO (equivalent to an employee's FTE) will be scheduled in the period of time from the first full pay period in the PTO benefit year, through the end of the thirteenth (13th) full pay period of the PTO benefit year with the following conditions:~~

- ~~a.) — Any employee that takes carryover time during this time frame will have been deemed to have satisfied this requirement.~~
- ~~b.) — Employees will not be required to go into negative PTO for the purpose of meeting this requirement.~~
- ~~c.) — Days taken as individual PTO days will count towards meeting this requirement.~~

~~Section 3. — For PTO requests during the period of time between May 15th to September 15th at least one (1) week will be granted. All requests for a second week of vacation during this time period shall be considered and granted, if possible, before any individual's request for three (3) weeks or more is considered.~~

~~Section 4. — Where there is a conflict in approving PTO selection, the highest seniority date shall govern. Requests for PTO of one (1) or more weeks that include a major holiday shall be granted by seniority on a rotating basis. If a regularly scheduled weekend to work falls during a scheduled period, such weekend must be made up, based upon departmental/unit needs. The department/unit's weekend staffing schedule may need to be adjusted to accommodate vacations, as per Master Agreement Article 12, Hours of Work and Work Schedules.~~

~~Section 5. — Should the employee desire to change an approved vacation, the employee should submit the change at least thirty (30) days prior to the first (1st) day of the month in which the vacation is requested.~~

~~Section 6. — Requests for the use of incidental PTO of less than one (1) week must be submitted by the first work day of the week preceding the work week in which the time is requested. A reasonable attempt will be made to act upon such requests for one (1) or more days, one (1) week in advance. Once scheduled, PTO for one (1) or more days will not be rescheduled unless there is a valid need, and the employee is notified as soon as practicable. Under no circumstances may any PTO under this contract be used in increments of less than fifteen (15) minutes. Employees may not utilize this minimum PTO to mask an attendance or tardiness problem.~~