

MEMORANDUM OF UNDERSTANDING
 Between
 AFT CONNECTICUT BACKUS FEDERATION OF NURSES
 And
 THE WILLIAM W. BACKUS HOSPITAL

Article 45 Vacations This Memorandum of Agreement modifies the collective bargaining agreement between The William W. Backus Hospital and the AFT Connecticut Backus Federation of Nurses dated May 17, 2012 through May 16, 2015. Except as modified herein, the collective bargaining agreement remains in full force and effect.

Section 45.1 Section 45.5 -No Change proposed

45.6 as follows;

- Vacation is defined as a request to use 24 hours or more of paid vacation time in any pay week (Sun. 7:01 am-Sun. 7:00 am.)
- Vacations are only granted for a pay week cycle Employees who want to take Wednesday -Wednesday off will need to submit 2 separate requests
- Holiday commitments override vacation approvals. if a Holiday commitment is contained during an approved vacation, it is the responsibility of the staff member to get coverage (subject to supervisory approval) or work the assigned Holiday
- No more than 2 times an employee's budgeted hours will be granted during any Prime Time period until after all other submitted requests have been granted.
- The employee must have accrued vacation time equivalent to the requested time off at the time the vacation will occur or the time off will be cancelled.
- Table is provided for demonstration purposes. The time frames used will be based on the then current calendar year for which the request is being made.

	Non-Prime Time Winter	Prime Time Summer	Non-Prime Time Fall	Prime Time Winter
Defined Period	1 st Sunday Following New Years Day to 1 st Saturday Before Memorial Day	1 st Sunday Prior to Memorial Day to 1 st Saturday After Labor day	1 st . Sunday Following Labor Day to 1 st Saturday Before Thanksgiving	1 st Sunday Prior to Thanksgiving to 1 st Saturday After New Year's Day
Employee Submission Period	For 24 or more hours vacation, July 1-July 31 st Open request period for any vacation through August 1st	December 1 –December 31	For 24 or more hours vacation, March 1-March 31 Open request period for any vacation through April 1st	July 1 – July 15
Approval Period	1 st requested 1 st granted	January 1- January 15	1 st requested 1 st granted	July 16-July 22
Notification Period	Within 2 weeks	No Later than January 15	Within 2 weeks	No Later than July 22
Submission Period exclusively for those employees denied during "submission period"	N/A	January 16 –January 23 Request will be considered on first requested first granted basis	N/A	July 23-July 31 Request will be considered on first requested first granted basis

- Requests are granted based on Unit specific parameters for the amount of time off which can be accommodated during any particular time. This varies depending on department, skill mix, FMLA use and time of year. There may also be other competing priorities for scheduling necessary to meet the needs of the department such as training and education which could limit the amount of paid time off.

- During Prime Time--if there are too many requests for a given week, Seniority will determine approval.
- During Prime Time --Requests for less than 24 hours in a pay week are considered after vacation requests are granted,
- After all request are addressed approvals given, the remaining time available will be posted and granted on a first come, first granted basis

EXAMPLE-PRIME TIME: If a unit can only grant 40 hours of vacation time off in one week and there is a request for a full week of 32 hours vacation and 3 requests for single 8 hour days, the full week will be granted and the most senior nurse will get the single vacation day for a total of 40 hours approved in that week.

This Memorandum of Agreement is contingent upon the AFT's withdrawal of grievances # 4 & # 33

Signed by: The William W. Backus Hospital AND AFT Connecticut Backus Federation of Nurses

By Karen James
 Karen James
 Director of Human Resources
 The William W. Backus Hospital

8-22-14
 Date

By: John Brady 8/22/14
 AFT Backus Federation of Nurses Date