GRAND TRAVERSE PAVILIONS
VACATION AND SCHEDULED TIME-OFF POLICY

Applies to: Eligible employees represented by Teamsters Local 214 in the General Unit, LPN Unit and RN Unit.
Effective date: November 9, 2026
Authority: General Unit Collective Bargaining Agreement, Article XVII, Sections 17.1–17.2; RN Unit Collective Bargaining Agreement, Article XVI, Sections 16.1–16.2, LPN Unit Collective Bargaining Agreement, Article XVI, Sections 16.1-16.2.

1. Purpose

Establish a consistent, transparent process for requesting, scheduling, approving, and recording vacation time while maintaining compliance with the applicable collective bargaining agreements and ensuring adequate staffing and continuity of resident care.

2. Eligibility

1. Employees must meet the eligibility requirements for earned time off (ETO) under their applicable collective bargaining agreement.
2. Probationary employees (employees with less than 500 hours worked), are not eligible for benefits, and may not schedule vacation time until completion of probationary status. If probationary status is extended (up to 200 hours) an employee may not take vacation time until completion of the extended probationary period is complete.
3. Regular non-probationary employees eligible for ETO may use accrued ETO for approved vacation.
4. Vacation requests must be supported by sufficient accrued ETO for the hours requested as required by the collective bargaining agreements. If an employee does not have sufficient ETO hours for the requested time off, vacation time cannot be approved.
5. In order to provide continuity of resident care, and honor the terms of the collective bargaining agreements, the maximum number of employees approved on each nursing unit will be two (2) employees per shift in the job classifications of LPN or RN, and one (1) employee in the job classification of CNA at any given time.
6. Eligible full-time employees (those working a minimum of 60 hours per two-week pay period) will be eligible for up to ten (10) days per quarter or forty (40) days per year.
7. Eligible part-time employees (those working less than sixty (60) hours per two-week pay period) will be eligible for up to four (4) days per quarter or sixteen (16) days per year.
8. Any exceptions to the above, must not be inconsistent with the collective bargaining agreements, and may only be made with management approval.

3. Quarterly vacation-request schedule

Vacation requests will be submitted in writing to the Scheduling department and the employee's department head according to the following quarterly schedule:

Submission deadline	Vacation period
November 1	January–March
February 1	April–June
May 1	July–September
August 1	October–December

Requests must identify the requested dates, the hours or shifts requested, and the employee's name and department.

The Organization will process requests according to the applicable agreement and post the vacation schedule by the 15th day of the month in which the request was submitted.

Please note: If the 15th day of the month falls on a weekend day, the response will be available on the following business day.

Late requests may be considered if available vacation dates remain available, consistent with the applicable agreement and staffing requirements.

4. Scheduling priority and staffing

1. Vacation requests submitted by the quarterly deadline will be processed based on seniority measured by hours worked, as specified in the collective bargaining agreements.
2. The Organization will consider the applicable staffing requirements, resident care needs, and effective operation of the facility when scheduling vacation. **Unplanned, unscheduled absences of employees must be considered when vacations are approved and may impact the number of employees approved for vacation.**
3. Vacation approval will be documented and communicated to the employee.
4. The collective bargaining agreement provision allowing one (1) Certified Nurse Aide vacation per shift, with additional CNA employee vacations when staffing resources permit without jeopardizing nursing care, will be applied to these positions.
5. Approved vacation will be entered into the scheduling and payroll systems. ETO will be deducted only for the approved hours taken, subject to applicable payroll rules.

5. Denied requests and changes

Employees should not make non-refundable travel commitments in reliance on a request that has not been approved.

RN Unit: When an RN's vacation request is denied, the Organization will provide the employee with a copy of the Vacation Request Form stating the reason for denial, as required by Article XVI, Section 16.2(E).

General Unit and LPN Unit: Denials will be documented as administrative best practice, including the reason for denial, to support consistent decision-making and review.

Previously approved RN vacation will be honored when the employee changes shifts, as required by Article XVI, Section 16.2(D).

Previously approved LPN vacation will be honored when the employee changes shifts, as required by Article XVI, Section 16.2(C).

Any change to approved vacation must be submitted to the Scheduling department and documented for consideration and approval.

6. Employee responsibilities

Employees are responsible for:

- Submitting vacation requests by the applicable deadline in the manner required by the Organization.
- Confirming approval before making travel or other arrangements that depend on the requested time off.
- Maintaining awareness of their available ETO balance.
- Following established procedures for changes or cancellations.
- Reviewing the posted vacation schedule and promptly reporting discrepancies.

7. Scheduling Department, Assistant Directors of Nursing and Human Resources responsibilities

The Scheduling department and Assistant Directors of Nursing, or other designated leadership, will review requests, apply the applicable contract's scheduling and priority rules, document decisions, and communicate approvals or denials.

Human Resources will verify service hours and maintain a record of each employee's use of this provision.

Human Resources and the Scheduling department will maintain records of requests, approvals, denials, service-hour eligibility, and ETO usage. HR will also review disputed decisions for compliance with the applicable collective bargaining agreement.

8. Contract controls and interpretation

Where this policy conflicts with an applicable collective bargaining agreement, the agreement controls. This policy does not modify, waive, or diminish negotiated employee rights.

Questions regarding contract interpretation will be referred to Human Resources for review under the applicable agreement.

9. Review

Human Resources will review this policy periodically and whenever the applicable collective bargaining agreements are amended or renewed. Any proposed change affecting negotiated rights will be reviewed for compliance with the agreement before implementation.

Approval:

Director of Human Resources: Kim Tichenor