

Remember to Submit Your Vacation Requests!

Reminder: Vacation requests for 2021-2022 are due by **Saturday, January 31, 2021.**

Here is an excerpt taken from the FVPA 2019-2022 Contract:

1154 Vacation Scheduling

1155 Vacation requests for increments of (1) week or more must be submitted in writing on an absence approval form to the immediate supervisor prior to February 1st of each year. The approved vacation schedule will be posted by March 1 of each year and shall apply from April 1 through March 31. Should a conflict arise in vacation requests, facility seniority will be used as a basis for granting vacation requests only if such requests were submitted in a timely manner.

1156 After the February 1st deadline, vacations shall be granted on a first-come, first-served basis subject to the Facility's operational needs and previously scheduled vacations. Registered Nurses/Professionals shall make such vacation requests in writing at least four (4) weeks, and in a unit with six (6) week schedules, six (6) weeks prior to the proposed vacation date. The Facility shall notify the Registered Nurse/Professional of the approval or disapproval of the request within two (2) weeks of submission. Shorter notice shall be acceptable upon mutual agreement between the Facility and the Registered Nurse/Professional, confirmed in writing by the Facility in advance of the vacation.

1157 The facility reserves the right to determine vacation schedules, to determine the number of employees on vacations at any time and to grant requests for changes in the vacation schedule. Vacation requests in any department may be considered at any time of the year.

1158 If a Registered Nurse/Professional transfers out of a department, there is no guarantee that the Registered Nurse will receive vacation time approved in the former department.

1159 After a vacation request has been approved and confirmed in writing the confirmation shall not be rescinded without the consent of the Registered Nurse/Professional with the exception of a transfer as noted in 1160 above.

If you have any question or need additional information, please contact:

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