

OPP-8

DATE: September 27, 2023

FROM: Office of Physical Plant

TO: All Physical Plant Technical-Service Employees

SUBJECT: Vacation Scheduling Plan and Requesting Other Time Off

The following terms are referenced throughout this procedure, their definitions and relevant examples are shown in the table.

Term	Definition	Examples
Work Unit	The overall organization	Office of Physical Plant
Work Area	The main divisions within the organization	Business and Finance Commonwealth Services Design & Construction Utility Services
Work Department	The departmental groupings within a division	Work Reception Center Maintenance Programs Construction Services Grounds & Equipment Custodial Operations Renovation Services Access and Security
Work Crew	The individual work crews within a work department	For the purpose of this guideline, based upon business needs work crews can be groups of: 1. Same craft & skill across multiple shops 309-03, 323-03 in MPS 2. Same craft & skill in one shop 120-10 within each District 3. Same craft & multiple skills 322-01, -03, -05 on Vibration Crew 4. Multiple crafts & multiple skills 231-02, -03, -04, -06, 232-03 in Service Garage All crafts & skills in the Reno Crew

To enable OPP to provide adequate service in all areas of responsibility, while establishing a uniform procedure for the scheduling of vacation time, and giving every possible consideration to the specific desire of the employee, the following provisions shall apply:

1. Technical Service employees shall schedule vacation in advance during the formal vacation scheduling periods. Except for noted special and holiday periods, the number of people allowed off during the vacation scheduling period will be dictated by forecasted business needs, at the discretion of the supervisor in consultation with the manager.
 - a. Under this circumstance, an employee on temporary transfer will request vacation from their home supervisor.
2. An employee may resubmit a vacation request that was denied during the formal vacation scheduling period once that process has concluded. Consideration of a resubmitted request will occur closer to the time period of the request when business needs are better understood. Such approvals are at the discretion of the supervisor. Business needs will have priority over vacation requests.
 - a. Under this circumstance, an employee on temporary transfer will request vacation from the temporary transfer supervisor.
 - b. For requests made after the formal vacation scheduling period, supervisors must confirm a more senior employee's request for that date was not denied previously.
 - c. Where competing requests exist at the time of review, approval shall be honored by the greater work unit seniority.
 - d. Where no competing requests exist at the time of review, approval shall be honored on a first-come, first-served basis.
3. Supervisors may not grant vacation questions involving overtime and/or differential payments to the person filling in for a vacationing employee unless there is definite proof of an emergency or some other reasonable proof of legitimate absence.
4. On dates previously denied as vacation, employees may be requested to substantiate absences due to sick leave or emergency vacation with a doctor's certification or other reasonable proof of legitimate absence.

5. Expectations for emergency vacation requests are provided in Bulletin Board Posting OPP-2; Procedure for Reporting Unplanned Absences. See OPP-2 for information.
6. An employee who becomes ill on vacation will not be able to charge the time to sick leave unless hospitalized.
7. An employee cannot use vacation or sick leave days until earned. An employee does not earn vacation or sick leave days until he or she has accumulated 88 compensable hours in the month.
8. Vacation approvals will transfer with an employee when moving from one work crew to another within OPP. This transfer will apply only for the current vacation scheduling period. The employee will assume the proper position in the work unit seniority listing for the next scheduling period.
9. Newly hired employees on-boarded after the formal vacation scheduling period will request vacation as normal and be subject to probationary restrictions per the bargaining agreement and University policy.
10. In situations considered by management to be of an emergency nature, the maximum vacation allowance by work department or work crew will be reduced to the extent and duration deemed necessary to offset such emergency. During times of emergency, it may be necessary to cancel previously scheduled vacation time and to recall employees already on vacation.

Formal Vacation Scheduling Periods:

11. There are two formal vacation scheduling periods each year when time off is requested.
 - a. Time off is requested in March to cover vacation for May through October.
 - b. Time off is requested in September, to cover vacation for November through April (of the next year).

12. Management review of vacation requests will be performed in a timely fashion. Vacation submissions will be considered approved if timely review of properly submitted requests is not completed.
13. Vacation approval is based upon the target allowances for special and holiday periods and at the supervisor's discretion for all other times based upon minimum staffing levels required to meet the business needs of the work crew. The intent is to maximize vacation request approvals while still meeting business needs.
 - a. Subject to manager discretion as noted, on the workday immediately preceding and the workday immediately following any days established as holidays by the Union-University Agreement, the target vacation allowance for work crews is 50%.
 - b. Subject to manager discretion as noted, on the first two weekdays of the regular deer hunting season, the target vacation allowance for all work crews is 75%. For the remainder of the first and second week of regular deer hunting season, the target vacation allowance for all work crews is 50%.
 - c. These special and holiday period target allowances are subject to change at the discretion of the manager in order to maintain critical operations and meet business needs.
 - d. The target vacation allowance for certain 24-hour operations within Physical Plant may vary from those established above at the discretion of the manager.
14. Business needs are different among the various work departments within OPP. Business needs may vary among work crews within an individual work department throughout the year depending on seasonal needs, student/university activities, work commitments, criticality of the work, etc.
15. In order to meet business needs and maximize approval of vacation requests, supervisors will consider vacation requests by job title and/or work crew (i.e. multiple job titles combined) at their discretion in consultation with the manager.
16. The greater work unit seniority shall determine honoring of competitive requests for vacation.

17. Vacation scheduling is performed through the home supervisor, even if the employee is on temporary transfer during the vacation scheduling period.
18. Approval of vacation requests is valid only if the employee has accumulated the total number of vacation days requested when the time comes to start the vacation. It is the employee's responsibility to conserve the number of days needed for scheduled vacation.
- a. In a case where the employee does not have sufficient accumulation, the employee is not approved to be off with pay deduction nor be paid a premium rate for working on days of vacation that must be canceled as a result of having no accumulation.
 - b. If an employee does not have sufficient accumulation and fails to report to work, a pay deduction and disciplinary action may result from the unapproved absence.

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Revised February 21, 2018

Revised March 1, 2019

Revised October 18, 2021 (update to redefining work area and better reference to current deer seasons)

Revised September 27, 2023 (update work areas and work department references)