



Member Alert

New PTO Rules Go Into Effect By April 1, 2019

Articles 10.02 and 15.01 of your Union contract lists the rules for PTO

PTO Schedule Rules (remain the same from previous years)

Local 5138 Executive Board

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1. PTO requests between June 1st - September 30th, employees must submit requests in writing by March 1st
2. PTO requests between October 1st - January 31st, employees must submit requests in writing by July 1st.
3. PTO requests between February 1st - May 31st, employees must submit requests in writing by November 1st.
4. The manager must notify you in writing within 14 days for these vacation requests.
5. The vacation calendar must be posted and accessible on the unit by March 15, July 15 and November 15 respectively.
6. The manager has 2 business days to respond to PTO requests after the smart square schedule is posted and requests are first come first serve.



Health Professionals and Allied Employees
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PTO Bank

The first year is unusual. On April 1, you will receive your prorated PTO for the year. It will be prorated to your anniversary date. On your anniversary date, you will receive your full PTO accruals for the year.

PTO Accrual Chart

| Years of Service | 40hrs scheduled/week | 36hrs scheduled/week | 24hrs scheduled/week | 20hrs scheduled/week |
|------------------|----------------------|----------------------|----------------------|----------------------|
| 0-4 | 160.0 | 144.0 | 96.0 | 80.0 |
| 5-9 | 200.0 | 180.0 | 120.0 | 100.0 |
| 10-14 | 232.0 | 208.8 | 139.2 | 116.0 |
| 15-19 | 256.0 | 230.4 | 153.6 | 128.0 |
| 20+ | 272.0 | 244.8 | 163.2 | 136.0 |

CALCULATE YOUR PTO FOR APRIL 1, 2019

Formula: Yearly PTO Hours/ 12 months = monthly accrual.

Monthly accrual x months til anniversary date = total accrual on April 1, 2019. This formula is approximate.

EXAMPLE: If a member is eligible for 180 hours (see PTO accruals), then $180/12 = 15$. If the anniversary date is August 1, then there are 4 months til the anniversary date. $15 \times 4 = 60$ hours of PTO on April 1. This person would get 60 hours on April 1 and 180 hours on August 1.

Carry Over Table

You can carry over the following hours on your anniversary date. For example, a 36 hour nurse can carry over 72 hours of unused PTO on their anniversary date.

| <u>Regularly Scheduled Work Hours (FTE)</u> | <u>PTO Carryover</u> |
|---|----------------------|
| 40 hours per week | 80 hours |
| 36 hours per week | 72 hours |
| 32 hours per week | 64 hours |
| 28 hours per week | 56 hours |
| 24 hours per week | 48 hours |
| 20 hours per week | 40 hours |



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Frozen PTO Bank

| Number of Frozen Bank PTO Hours Accrued As of March 23, 2019 | Date by which PTO Must Be Taken |
|--|---------------------------------|
| Up to 80 hours | April 1, 2020 |
| 81 – 160 hours | April 1, 2021 |
| 161 – 240 hours | April 1, 2022 |
| 241 – 320 hours | April 1, 2023 |
| 321 hours and | April 1, 2024 |

If you have PTO on March 23, 2019, that PTO will go into your Frozen Bank. The TOTAL amount of your Frozen bank determines how long you have to use the hours.

Example: If a member has 80 hours or less, they have until April 1, 2020 to use their hours. If a member has 81 to 120 hours, they have until April 1, 2021 to use those hours.

You may use your Frozen PTO bank at ANY TIME, but must use the hours by the date that matches your TOTAL Frozen Bank.

If you are worried about losing your frozen hours, please see your manager to make a plan in order to use them. They must work with you to take the time. If you are denied, see below.

PTO Denials and Your Rights

If you have repeated denials, we have to demonstrate that “patient/department needs” prevented you from getting PTO, otherwise you could lose hours at the end of your anniversary year. (see carryover table)

- The manager must put the denial in writing.
- The manager must give a reason for the denial.
 - Valid Reason: “there is not enough staff to cover the shift”
 - Invalid Reason: “someone else is off” or “all PTO given out for the week”
- The manager is responsible to use PD staff during the summer months to cover time off.
- Your unit has a right to maintain a log of the denials and approvals.
- Float Pool: Float pool is its own unit. You should not be denied because nurses are off on another unit.
- If you are denied time off and unable to get a minimum of 2 weeks within 6 months, the contract states that the manager can approve coverage that results in overtime.

Take Action if you are denied

- Take a screen shot of the denial
- Keep a copy of your PTO request
- Send denials to the Local email: Local5138@HPAE.ORG In the subject heading, include “PTO” and your name and unit.
- Fill out unsafe staffing forms when the unit is short

You have a right to file a grievance if your PTO is unreasonably denied. Please contact your Union Rep or email Local5138@HPAE.ORG if you want to file a grievance.