



REMINDER

Washington Hospital Center

Vacation Requests

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**SERVICE EMPLOYEES
INTERNATIONAL UNION
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This is just a reminder to put your vacation requests of over four (4) days for the year 2023 in by November 1, 2022. You do not have to wait until November 1, 2022, you can do it today. You can request the time even if you do not currently have the PTO to cover the time requested, but you must have the PTO time in your bank to cover the time when you take it. If you put your request in by November 1, 2022, your request will be considered in order of seniority. Your department will have until November 30, 2022, to notify you of the approval or non approval of your time. Please submit your request in writing and have the person you presented it to, sign it and give you a copy. If the Department does not respond to your request by November 30, 2022, contact your Union Representative to file a grievance. Vacation request language is in Section 6.1(b) of the Contract.

Request for over four (4) days that include holidays will be done in accordance with seniority, but must be prioritized by the member and the member will not be given additional holidays until everyone in the classification in the department, at the facility, has had the opportunity to request holidays in a vacation week

Personal Days (2)

The last day to use your two (2) Personal Days is Saturday, December 17, 2022. If you do not use your Personal Day(s) by this date they will be forfeited. Don't lose your days, use them. This language is in Section 5.4 of the Contract.



REMINDER

Children's Vacation Requests

This is just a reminder to put your vacation requests of over four (4) days for the year 2023 in before December 1, 2022. You do not have to wait until December 1, 2022, you can do it today. You can request the time even if you do not currently have the time to cover the time requested, but you must have the time in your bank to cover the time when you take it. If you put your request in by December 1, 2022 then your request will be considered in order of seniority. Your department will have until December 31, 2022, to notify you of the approval or non approval of your time. Please submit your request in writing and have the person you presented it to sign it and give you a copy. If the Department does not respond to your request by December 31, 2022, contact your Union Representative to file a grievance.

Requests of over 4 days that include holidays will be done in accordance with seniority, but must be prioritized by the member and the member will not be given additional holidays until everyone in the classification in the department, at the facility, has had the opportunity to request holidays in a vacation week.

Vacation language is contained in Article XI, Section 9.04 of the Contract.

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