Vacations/Manpower needs 2021

Priority designations

Max 8 weeks of A and B choices

A = I need this week(s) off. I value this choice above my other requests.

B = I want this specific week and while not "A" still important.

C = Priority but not A or B, cannot change dates, 'all or none'.

D = Random week, willing to move to a less requested week/period if available

C and D choices should provide guidance when appropriate (Partial week OK, Low call only if V not available, Only if post call is off) ……

No Priority listed "N"

If no priority is listed written instructions will be followed if provided and a priority assigned if possible. In situations where frequent periodic "V's" are requested, or no designation is listed they will be designated as "N".

Priority C, D and N are tentatively assigned and subject to change up to 8 weeks in advance.

Reason for changes include A and B priority requests, emergency events, coverage need adjustments, changes in available personnel and any other events that might arise subject to approval by the group chairperson with notification of parties involved. Most non-priority vacations will usually be granted.

No Priority listed "N"

If no priority is listed written instructions will be followed and a priority assigned if possible. In situations where frequent periodic "V's" are requested, and no designation is listed they will be designated as "N".

Changes in Priority/Moving requests

Members can rearrange the priority of their requests as well as drop, add or move their requests provided the changes are asked for more than 8 weeks in advance.

Oversubscribed Weeks-A & B Choices

In situations where there is more demand than supply for time off (End of year holidays, Peak summer months) Vacations will be scheduled based on current staffing. Conflicts are resolved using the priority list provided on the pick sheet.

A and B choices that are unavailable early may become available later. If you do not get a choice that is an A or B priority you can keep the request listed as is and hope for changes, drop the request or move the request to a date where there is more availability.

On the Pick Sheet (Posted on the Schedule website)

A.B >>>>> Blue = Plan on it

A, B >>>> Red unavailable currently, move, drop, or hope for future change in supply/demand

6/14/2021	0	0	0	0	1											N	V	V	V	V	V	V	V
6/21/2021	0	-1	-1	-1	0			N	V	V	V	V	V	V	V								
6/28/2021	-3	-3	-3	0	0			N	V	V	V	V	V	V	V	N	V	V	V				
7/5/2021	H	-1	-1	1	2				H							N	H	V	V				
7/12/2021	1	0	0	0	0			A	V	V	V	V	V	V	V								
7/19/2021	-2	-3	-2	-2	-1			A	V	V	V	V	V	V	V	A	V	V	V	V	V	V	V
7/26/2021	0	1	1	1	1			A	V	V	V	V	V	V	V								
8/2/2021	1	0	0	0	1			son's bday weekend								A	V	V	V	V	V	V	V