

**ARTICLE X
ANNUAL LEAVE**

1. SECTION 1. Employees shall earn annual leave in accordance
2. with applicable statutes and government-wide regulations.
3. All requests for annual leave will be made by the employee
4. to the immediate supervisor or an individual designated by
5. the supervisor. The minimum request for annual leave shall
6. be in increments of tenths of hours (i.e. 6-minute
7. increments).

8. SECTION 2. A Standard Form 71 will be utilized to request
9. and document all annual leave.

10. SECTION 3. Annual leave for short periods may be granted
11. upon request of the employee subject to workload and
12. manpower requirements. Annual leave for vacation purposes
13. (40 hours or more) may be granted, subject to workload
14. requirements and available manpower, provided the employee
15. gives advance notice of not less than four (4) weeks.
16. Accrued annual leave for vacation purposes, will be approved
17. or disapproved within 7 calendar days of receipt, and if
18. approved, will not be cancelled except in cases of emergency
19. requirements. When the Employer finds it necessary to
20. cancel previously approved leave, the reasons will be
21. provided in writing to the employee.

22. SECTION 4. A request for annual leave to cover emergency
23. situations of unforeseen circumstances will be made at the
24. earliest possible opportunity, but no later than one (1)
25. hour after the beginning of the scheduled shift, and will be
26. approved or denied on an individual basis. Personal
27. requests for emergency annual leave, once at the work place
28. will be approved or disapproved on an individual basis.
29. When such request for leave is denied, the employee will be
30. provided, in writing, the reason for the denial at the
31. earliest opportunity.

32. SECTION 5. The Employer will provide employees
33. opportunities to use accrued annual leave. Any use or lose
34. leave must be scheduled in writing by 1 July. Any use or
35. lose, which has been denied, must be rescheduled in writing
36. at least three (3) pay periods prior to the end of the leave
37. year before forfeited leave can be considered for
38. restoration. Restoration of forfeited leave will be
39. processed in accordance with applicable regulations. A
40. properly executed SF 71 (Application for Leave) satisfies
41. the written scheduling requirement.

42. SECTION 6. **MEDICAL CENTER NURSING PERSONNEL ONLY**
NOTE: This section pertains to all Licensed
Nursing Personnel

43. a. During the months of June, July, and August, annual
44. leave requests shall be limited to no more than 14
45. continuous days.

46. b. During the Official Thanksgiving Holiday Season
47. beginning at 12:01 a.m. on the Saturday prior to
48. Thanksgiving and ending at midnight on the Sunday following
49. Thanksgiving; and the Official Christmas Holiday Season,
50. beginning at 12:01 a.m. the Saturday prior to Christmas and
51. ending at midnight the Sunday following New Years Day,
52. employee leave requests will be restricted to either
53. Christmas or New Year's holiday week, but not both. In the
54. event of conflict as to choice of vacation periods, the
55. earliest dated leave request will be considered first. Once
56. an employee has selected a vacation period, they shall not
57. be permitted to change their selection if such change would
58. disturb the choice of another employee unless an exchange is
59. mutually agreeable to the affected employee(s) and the
60. Employer approves the change.

61. c. The Employer may consider exceptions to the above
62. referenced a and b, under extenuating circumstances on a
63. case-by-case basis.