Process for transition from Annual PTO process to Interim PTO

On April 1st the remaining hours from the 70% allocation (May - April) will be posted to all unit staff for one week. Staff will submit their requests and this time will be awarded based on seniority.

Any remaining hours from the 70% allocation will then be posted in the unit’s normal process and will be requested using the process outlined in Para 333O. (first come, first serve and tie breaker is the log information)

Any hours that were granted and then canceled by a staff member will follow process in 333O.6 which requires these hours to be posted (unless the manager has reason to close the hours) for one week and awarded by seniority.