**7 West 2023 Holiday Schedule Guidelines**

**General Information**

**Please read all the guidelines carefully**

The Winter Holidays will be on two separate schedules

* **Staff will have the opportunity to select holiday preferences and self-schedule by tiers. The Tiers are based on 7West seniority.**
* The Holiday Schedule covers the time from 10/9/2023 – 12/3/2023 and 12/4/2023 – 1/28/2024.
	+ **The first holiday schedule, containing Thanksgiving, will schedule will close on 9/4/2023 at 0001.**
	+ **In order to post the schedule well in advance for the Winter Holidays, we will manually close the second holiday schedule, containing Christmas and New Years, for all staff on 10/9/2023 at 0700.**

**Holidays- Listed below are the major and minor holidays.** Not all options may be available when selecting your holiday.Availability will depend on what has already been selected by staff that are more senior.

* Major holidays
	+ Day shift
		- 11/23
		- 12/25
		- 1/1/24
	+ Night shift
		- 11/22
		- 12/24
		- 12/31
* Minor holidays
	+ Day shift
		- 11/24
		- 12/24
		- 12/31
	+ Night shift
		- 11/23
		- 12/25
		- 1/1/24

**Process for assigning major and minor holidays**

* Beginning **June 5, 2023,** the scheduling committee will send e-mails requesting your major and minor holiday preferences to work as well as a secondary choice. These e-mails will be staggered and sent to the tiered groups listed below. **Be sure to check your e-mail.**
* In the e-mail you receive, there will be a deadline for your response. You must respond by the deadline for your request to be considered with your tier. Responses received after the deadline will have their holidays scheduled based on the needs of the unit.
* 1.0/0.9/0.75/0.6 FTE will choose at minimum 1 major and 1 minor holiday **to work** based on the availability within the email. 0.15/0.3 FTE will be required to work at least 1 major holiday.
* You can **request to work as many major and/or minor holidays as you wish**. Please indicate this when you respond to the email.
* Holidays preferences will be granted based on unit seniority, holidays worked last year, and unit needs, including charge nurses and device competencies, and call outs from previous winter holidays.
* Meeting unit needs may mean that some staff will need to work more than one major and/or more than one minor holiday.
* If you did not work a summer Holiday, you will be assigned an additional Winter Holiday or weekend shift.
* When the schedule opens for self-scheduling, your holidays will be posted. This cannot be changed. You may make switches once the schedule is posted via the standard unit process.
* PTO which has been granted for the Holiday weeks will be posted when the schedule opens.

**Process for requesting Holiday preference/ self-scheduling**

* All staff will be divided into 4 tiers based on your unit seniority date.
* Tier 1
	+ Those who began working on 7 West **before** June 30, 2019
	+ Email preference will be sent for this group on June 5, 2023
	+ Response will be needed by June 11, 2023
	+ Self-schedule opportunity will open 7/17 at 5pm for the First Holiday schedule.
	+ Self-schedule opportunity will open 9/11 at 5pm for the Second Holiday schedule.
* Tier 2
	+ Those whose 7 West start dates are between July 1, 2019 and September 30, 2021
	+ Email preference will be sent for this group onJune 12, 2023
	+ Response will be needed by June 18, 2023
	+ Self-schedule opportunity will open 7/24 at 5pm for the First Holiday schedule.
	+ Self-schedule opportunity will open 9/18 at 5pm for the Second Holiday schedule.
* Tier 3
	+ Those whose 7 West start dates are between October 1, 2021 and July 30, 2022
	+ Email preference will be sent for this groupJune 19, 2023
	+ Response is needed by June 25, 2023
	+ Self-schedule opportunity will open 7/31 at 5pm for the First Holiday schedule.
	+ Self-schedule opportunity will open 9/25 at 5pm for the Second Holiday schedule.
* Tier 4
	+ Those whose 7 West start dates are August 1, 2022 to present
	+ Email preference will be sent for this group June 26, 2023
	+ Response is needed by July 2, 2023
	+ Self-schedule opportunity will open 8/7 at 5pm for the First Holiday schedule.
	+ Self-schedule opportunity will open 10/2 for the Second Holiday schedule.
* If you do not enter a schedule, the scheduling committee will enter your schedule based on the needs of the unit.
* If you do not have enough open shifts to self-schedule do the best you can. You can use your “U” shifts as defined in guidelines below.

**Weekend/MF requirement/ “U” shifts for the holiday schedule**

* **No “U” shifts can be requested during the Holiday weeks which are defined below**
	+ Thanksgiving week: November 20 through November 26
	+ Christmas/New Years week: December 18 through January 1
* Weekend “U” follow the regular schedule guidelines. See the table below for reference.
* All staff must work the required weekend shifts per the general guidelines. One of these shifts must be on a Holiday weekend and cannot be your assigned major holiday. (11/25, 11/26, 12/23, 12/24, 1/30, 1/31)
* Additional weekends may be scheduled to balance the schedule based on seniority.

|  |  |  |  |
| --- | --- | --- | --- |
| Position  | Monday/Fridays  | Weekend shifts  | “U” shifts  |
| 1.0 FTE  | 6  | 4  | 4 |
| 0.9 FTE  | 5  | 4  | 4 |
| 0.75 FTE  | 4  | 4  | 4  |
| 0.6 FTE  | 4  | 3  | 4 |
| 0.3 FTE  | 2  | 2  | 4  |
| 0.15 | 0 | 1 | 4 |

**Weekend Option Staff**

* WEO staff are required to work 1 major holiday.
* We will take you off one weekend shift, which will not count towards your maximum (8)

**PTO allotment**

* YOU MUST HAVE PTO AVALABLE IN YOUR SHORT TERM BANK (beginning balance) IN ORDER TO REQUEST PTO.
* ALL PTO for the **Holiday weeks** will need to be requested in API by **June 19th**.
* PTO during the holiday weeks is based on your tier and includes all holiday weeks.
	+ Tier 1 staff
		- 1.0/0.9/.75 FTE may request a maximum of 3 shifts total in the **holiday weeks.**
		- 0.6 FTE may request maximum of 2 PTO shifts in the **holiday weeks.**
		- May request a full week of PTO in **any** holiday week, utilizing their maximum shifts allowed.
	+ Tier 2 staff
		- 1.0/0.9/.75 FTE may request a maximum of 2 shifts total in the **holiday weeks.**
		- 0.6 FTE may request maximum of 1 PTO shifts in the **holiday weeks**.
		- Must work at least 1 shift during Christmas week.
	+ Tier 3 and 4
		- May request 1 PTO shift.
		- Must work at least 1 shift during Christmas week.
	+ If you are eligible for multiple holiday PTO shifts, they do not have to be requested within the same holiday week. For example, if you are a Tier 1- 0.9 staff you could request 1 PTO shift for each holiday week.
* PTO allotment by Tiers is for the holiday weeks only.
	+ Outside of the holiday weeks, PTO will be granted per the usual guidelines, with a maximum number of shifts granted per week. All requests, outside the holiday weeks, are due by the schedule closing dates.

**On-Call process for major and minor holidays**

* On-call lists will be made specifically for the holidays.
* On-call rotation will be based on 7 West unit seniority.
* The needs of the unit are considered before making decisions for on-call. This includes charge nurse, device competencies, etc.
* The on-call date taken will go into the “regular” on-call list as the “last date on-call”.
	+ Once you accept an on-call shift you are moved to the bottom of the list for any other holiday or holiday weekend shifts you are working.

If you have any questions regarding these guidelines or the holiday schedule, please email the **7W\_Scheduling\_Committee@dm.duke.edu**

The schedule committee,

Ashley, Liz, Tonda, Kelly, Tim, Amanda, and Brendan