

  
Kristina Koor

**ARTICLE 66.2A--VACATION SCHEDULING (OYA Youth Correctional Facilities and Camps)**

**Section 1.** The Institution shall provide a sign-up period for vacation between the dates of November 1 and December 1, for the twelve (12) month period of February 1 through the following January 31. The results will be posted no later than December 15. Subject to the operating requirements of the unit, an employee shall have their choice of vacation time. . **The annual vacation bidding process shall be conducted in accordance with the following procedure mutually agreed upon by both labor and management:**

- a) **A vacation calendar shall be placed on the unit starting November 1 of each year.**
- b) **The calendar will include a list of all employees assigned to the unit by seniority.**
- c) **Beginning with the most senior employee, each employee shall mark off the dates they wish to take off.**
  - a. **Each employee may select one continuous block of time, which may include regularly scheduled days off.**
  - b. **No selection may overlap with another employee's selection during that round.**
- d) **After all employees on the list have made their selection for that round, the manager shall document all selected dates for each employee.**
- e) **Once recorded, the selected dates will be marked as unavailable for any future rounds of selection. No other dates will be made unavailable.**
- f) **The calendar shall then be immediately returned to the unit and the next round of selection shall begin, again in order of seniority.**
- g) **This rotating process shall continue until On December 1 the vacation bidding process will end.**
- h) **Employee(s) may elect to skip a round or decline to participate in any or all subsequent rounds.**

31 ~~If two (2) or more employees in the same first line supervisory work unit request the same~~  
32 ~~periods of time and the matter cannot be resolved by agreement of the Parties concerned,~~  
33 ~~the employee having the greatest seniority shall be granted the time off once a year. After~~  
34 ~~December 1, employees may request vacation for the following month and any employee~~  
35 ~~who first requests to schedule a vacation date in the following month not in conflict with a~~  
36 ~~previously scheduled vacation shall be granted the time.~~

37 **Section 2.** Up to twenty-four (24) hours of personal leave time may be added into the  
38 annual vacation bid.

39 **Section 3.** **After December 1** the Institution or Facility will grant or deny requests for  
40 vacation within ~~fifteen (15)~~ **five calendar business** days of the employee's submission of  
41 the request **to the employee's supervisor or their designee** ~~when it is submitted less~~  
42 ~~than thirty (30) days from the desired vacation date.~~ Requests will not be unreasonably  
43 denied.

44 **Section 4.** Vacations that have been scheduled and approved may not be canceled by  
45 the Institution except in the event of an emergency. When unrecoverable vacation  
46 deposits are incurred by an employee, and the vacation is canceled by the Institution, the  
47 Institution shall pay the unrecoverable deposits. The Institution may require proof of  
48 unrecoverable deposits.

49 REV: 2013, 2015