

## A Few Things from the ONA111 Office for Scarborough Health Network

May 2, 2025

Good day, SHN members!

The ONA office has been busy leading up to spring.

We have a few bits of information that we need to share.

### Vacation Scheduler

By now, all SHN RNs should have received notification about their vacation requests. These are the requests that individual RNs submitted on the vacation planner provided by the employer. The time frame should address requests from **May 1, 2025, to April 30<sup>th</sup>, 2026**. There should be no “black out” periods (example: Christmas).

If you have not been notified of ALL requests, please reach out to your site representative for further discussion and information regarding next steps.

### Shift “Giveaways”

Full-time RN staff are not able to give shifts away. Giving a shift away would mean that you are not fulfilling your contractual obligations, which indicates that a FT staff member is to work 1950 hours in a calendar year. If you do not meet this requirement, your pensionable hours will be affected.

Full-time RNs are permitted to exchange a day of work (request time off) for vacation, lieu time or a stat holiday.

If you wish to use a statutory holiday or request time off, it is strongly advised that you submit the request to UKG **prior to the posting of the schedule**. If you do, and are denied, you need to reach out to your manager and ask why the request was denied or couldn't be accommodated.

Following their response, you may need to reach out to your site representative so they may assist you towards a resolution.

