## WEST ANAHEIM MEDICAL CENTER

## Do you continue to accrue vacation time while being flexed? YES!

We recently learned that some union members may not be aware that they can still accrue vaction time while being flexed. This is a long-standing practice and is stated in the employer's policy:

"When business needs dictate, non-exempt employees may be asked to "flex" — to take time off based on business needs. Non-exempt employees may elect to take flex time as paid vacation time or unpaid time. If an employee is flexed, he/she will continue to accrue vacation for the hours flexed."









NUHW STEWARD COUNCIL, WEST ANAHEIM MEDICAL CENTER: Tim S. Gibbs, Ultrasound Tech; Jeanne Waite, LVN; Nicholas Fanello, Respiratory Therapist; Amal Essayli, CT Tech; Anthony Napoli, Respiratory Therapist; James Black, OR Tech; Bernadette La Roya, LVN; Ordinario Generoso, LVN; Michelle Davis; Respiratory Therapist. Not pictured: Mechail Alexander, LVN.

To continue accruing vacation time while you are being flexed you should complete the Managers Edit Form as follows:

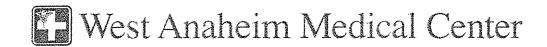
- 1. For the question **Flexed Voluntary** check "N"
- 2. Write a brief description under **Explanation** for example, "Accrue vacation time for hours flexed"
- 3. Make a copy for your records and submit original to your supervisor
- 4. On all other questions, just follow the directions

The Form is in the back of this flyer for your information.

Please contact a human resources representative or any shop steward with questions.



For more information, please contact NUHW Organizer Isacc Ramirez Perez at (626) 391-8224 or iramirezperez@nuhw.org.



## MANAGER EDITS

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MPLOYEE ID#			CURRENT PAY PERIOD END:					
ACILITY NAM	E:							
EPARTMENT NAME:			DEPT #:					
	Flexed Volu	ıntary: Y	]N□ Usi	ng vacation	hours: Y			
Need the star			ary time to r ur shift, and				of each meal	
DATE	START TIME	LUNCH OUT	LUNCH IN	END OUT	FLOAT DEPT	CALL BACK	RELIEF CHARGE	
••••••••••••••••••••••••••••••••••••••		-						
PLANATION  ust include dates itimes)			by Monday at 1		_	processed or	time.	
– Dloyee Signature		Date		Dept Head/Di	r/Mgr/Sup S	Signature		
ıman Resources Signature		Date		Payroll Signature				