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 vacation 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.”

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

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.
MANAGER EDITS

(Employee Name: ____________________________)

(Employee ID#: ____________  Current Pay Period End: ____________)

(Facility Name: ____________________________)

(Department Name: ____________________________  Dept #: ____________________________)

(Flexed Voluntary: Y ☐ N ☐  Using vacation hours: Y ☐ N ☐)

(Please use Military time to record your actual time)

Need the start and ending time of your shift, and the beginning and ending time of each meal.

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<th>DATE</th>
<th>START TIME</th>
<th>LUNCH OUT</th>
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<th>FLOAT DEPT</th>
<th>CALL BACK</th>
<th>RELIEF CHARGE</th>
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Payroll Adjustment MUST be submitted to Payroll by Monday at 10AM in order to have it processed on time.

Explanation
(Must include dates and times)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Employee Signature ____________________________  Date ____________  Dept Head/Dir/Mgr/Sup Signature ____________________________  Date ____________

Human Resources Signature ____________________________  Date ____________  Payroll Signature ____________________________  Date ____________