

# 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 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.”



**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.

**NUHW** NATIONAL UNION OF  
HEALTHCARE WORKERS

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



# West Anaheim Medical Center

## MANAGER EDITS

(Please Print)

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.

DATE	START TIME	LUNCH OUT	LUNCH IN	END OUT	FLOAT DEPT	CALL BACK	RELIEF CHARGE

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