

Policy Title: **Vacation/Day Off Requests for Local 195 Staff**

Policy Steward: Director of Facilities Human Resources

Purpose: To establish uniform standards and procedures for vacation and day off requests for all IFPTE Local 195 employees.

Applicability: This policy applies to all full-time, Classified employees who are members of the International Federation of Professional and Technical Engineers (IFPTE) Local 195 Bargaining Unit.

Definitions: **Classified Employees-** As defined by the Fair Labor Standards Act, an employee who is typically salaried but paid at an hourly rate and has job duties which are routine and follow a specific set of standards and rules, such as maintenance workers, clerical staff and technicians. In UF, these employees are members of the IFPTE and CWA Bargaining Units.

Facilities Logistic Support- The following units comprise the Department of Facilities Logistic Support: Fleet Services, Shuttle Services, Parking Services, and Facilities Information Technology, which oversees Access Control. These units are responsible for providing and managing the infrastructure with which University Facilities and the campus may operate efficiently.

Facilities Maintenance and Engineering- The Department of Facilities Maintenance and Engineering is responsible for the Facilities Customer Service Center and the maintenance and repair trades. This department manages maintenance work requests, emergency off-hours response, preventive and routine maintenance, and the maintenance and repair of the HVAC and building automation systems serving campus customers.

Facilities Services- The Department of Facilities Services manages the University's Grounds & Landscaping, Housekeeping, Postal Services, and Move & Waste Management operations. This group is responsible for cleaning, waste removal, recycling, room set-ups, residential, administrative, and academic moving, pest management, field maintenance, snow removal and outdoor maintenance.

IFPTE Local 195- A New Jersey Public Employees Union advocating for women and men in professional, technical, administrative and associated occupations in the United States and Canada. The Local 195 Chapter represents University Facilities labor staff employed within the Fleet, Grounds, Housekeeping, Moving, and Shuttle Services work units and the Mechanical Trades.

Operational Need- The allowances and/or resources necessary to ensure efficacy, function, and compliance of the work or production of a business unit. In University Facilities, operational need is determined by trade and by shift.

Examples:

1. Tuesday through Friday, 10 mechanics work the day shift. Operational need requires that eight mechanics work that shift. Two mechanics can be granted vacation.
2. On Sunday through Thursday, from 3:00 p.m. until 11:30 p.m. three repairers are working. Operational need requires that two repairers work that shift. One repairer can be granted vacation.
3. On Saturday, one plumber is scheduled to work. If the plumber requests vacation time off, the manager will assess if coverage is needed. If coverage is necessary and a senior repairer can be used to substitute for the plumber, the vacation request will be granted. If a senior repairer cannot substitute for the plumber, depending on the need for coverage a plumber can be called in for overtime.

Seniority- Priority, precedence, or status obtained as the result of a person's length of service, as in a profession, trade, company, or union.

Policy:

Vacation leave absences must be requested in advance and approved by the supervisor before they are used by the employee. Approval of vacation time is subject to operational requirements, business unit needs, and seniority (where applicable). Management reserves the right to deny any vacation request which does not adhere to divisional procedures for requesting an absence or is determined to present a hardship conflict with the needs of the business unit. IFPTE Local 195 employees working in University Facilities will be granted vacation requests within reason.

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Responsibilities:

IFPTE Local 195 Employees will adhere to the Vacation/Day Off Requests policy and procedures and submit forms within the requested time frame as required.

Supervisors will ensure that the necessary forms are available to employees upon demand. Supervisors will adhere to the Vacation/Day Off Requests policy and procedures and provide responses and copies of completed forms to employees within the requested time frame as required. Supervisors are responsible for maintaining files and providing data to Facilities Human Resources for audit and reporting activities, as necessary.

Managers will provide final approval of all employee time off requests. Managers will adhere to the Vacation/Day Off Requests policy and procedures and provide responses within the requested time frame as required.

University Facilities Human Resources will retain overall oversight and responsibility for the administration of the Vacation/Day Off Requests Policy, and produce audits and reports, as necessary.

Procedure:

1. Employee will obtain a blank copy of the Montclair State University Vacation Leave and Sick Leave Time Form from his/her supervisor. Once the form is filled out and signed by the employee, he/she will hand deliver or electronically submit the completed form to his/her supervisor or designee.
2. The supervisor or his/her designee will have two (2) working days (48 hours) to review and respond to the employee's hand-delivered or electronically submitted request. A response is a reply of approval, denial or further review. If further review status is requested, the supervisor should not exceed (1) one week to respond. If the employee is not scheduled to work, the response will be given the next working day he/she is scheduled to work.
3. If the employee's request is approved by the supervisor, he or she will date and sign the request form and forward it to the appropriate manager who will have the final approval. The manager will review, date and sign the form within two (2) working days. If further review is requested, the supervisor and manager should not exceed (1) one week to respond. A copy of the completed form with all signatures will be given to the employee and the original will be filed away.
4. No request shall be unreasonably denied. If an employee is denied his/her request, it will be due to operational needs of the department, as follows:
 - a) Unit staff is below (<80%) of the General Daily Coverage Requirements: On any given week of a calendar year, excluding the blackout period mentioned in section 4b and holidays mentioned in section 4c, each specific department within the Facilities Division will need to operate fully staffed at 100% to a minimum of 80% of full time employees daily.
 - b) Requests for Blackout Period:
 - i. The Facilities Maintenance & Engineering department will not grant any vacations or days off to repairers, senior repairers, trades mechanics and supervisors during the last week of August and the first two weeks of the start of the Fall Semester.
 - ii. The Facilities Services department will not grant any vacations or days off to employees and supervisors during August 15 through September 7.
 - iii. The Facilities Logistics and Support Services department will not grant any vacations or days off to employees and supervisors during last week of August and the first two weeks of the start of the Fall Semester.

- c) Requests for Specific Holiday Coverage:
 - i. Day after Thanksgiving: The Friday after Thanksgiving the Facilities Division will operate each department with a minimum of 25% of full time employees.
 - ii. Christmas to New Years' Day: The week between Christmas Day and New Year's Day, the Facilities Division will operate each department with a minimum of 50% of full time employees per day.
- d) Vacation Scheduling:
 - i. All Local 195 employees working in University Facilities should choose their vacation week picks on or before March 1st of each calendar year. The approval of these request will be based on the already stated operational needs and will be based on seniority.
 - ii. Any requests made after March 1st will be on a "First Come-First Served" basis. Seniority will not be able to be used when making vacation and days off requests after March 1st.
 - iii. As per Union Contract, on or before October 1st, any remaining vacation and personal time in excess of what is allowable to carry over, will be reviewed and scheduled by each employee with his supervisor. Granting of this time will be the same as listed in this procedure.

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Most Recent

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dates):**