

## MNU – Vacation Planning FAQs

**1. Q. Do the adjusted in/out shifts have to be rescheduled in the 6 week rotation?**

A. It is recommended.

**2. Q. When vacation planning, does a CRN "count" as a nurse in the vacation rule? Do they book their vacation based on seniority with Nurse II?**

A. It depends on the site, and what the CRN does at your site. Are they taking a patient load or are they not? For CRN is dependent on whether or not they are part of the regular compliment. For instance, in Notre Dame, we allow 1 CRN or RN at one time as the CRN is not extra, they are the RN working the floor.

**3. Q. Do you replace the CRN on their vacation?**

A. It depends on your operational requirements. You need to verify with Finance if there is relief money or not.

**4. Q. What if I can only have one nurse RN or LPN off at the same time? I have a small facility. How would I specify that for the classification?**

A. You will have to clearly state in your vacation rules and the criteria. Example: You state on your criteria: only 1 RN and 1 LPN off at any given time.

**5. Q. Can we average out what shifts are owed over all of their planned weeks? Example if they are allowed 4 shifts in a block, and 1 block scheduled has 5 and one has 3... can we just leave it without adjustments?**

A. It is not recommended as the nurse could move or retire. I would be cautious in working this far ahead as anything can happen throughout the year.

**6. Q. Do managers book the owed shifts where they need them or does the nurse let the manager know when they can work?**

A. There are different ways of managing that. There is nothing in the CA saying how we have to do this. You still have to honor the scheduling criteria as that still applies.

**7. Q. Someone mentioned that they have mixed LPN and RN for seniority during vacation picking, is that an ok practice, or should they pick separate?**

A. Vacation rule is to keep classification separate as standard practice.

**8. Q. If a nurse does come in on their vacation and we move that vacation day to another date, how would that work since MNU must take 7 day blocks?**

A. The nurse still has that 7 day block vacation and they can still reschedule outside of that 7 day block for that day.