Holiday Staffing Plan for the Operating Room

I. Policy:

The holiday staffing needs of the operating room are based on available staff, acuity level and unit census from past years and present patterns to meet the emergent/urgent and trauma patients presenting to the operating room.

II. General Information:

Holidays shall be referred to as "major" and "minor". Holiday sign up sheets will be finalized 6 weeks prior to the 1st holiday (Memorial Day). All holiday sign-up sheets will be posted on January 20th until April 1st and finalized by April 15th.
- **Minor** holidays shall be Memorial Day, Fourth of July, Labor Day. **Major** holidays shall be Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day including any and all observed holidays.

Example: CE observed was Friday, 12/22/2006. Both CE observed and CE proper were staffed with appropriate numbers.

A. Each staff member is required to fulfill a minimum of 1 **minor OR one major** holiday per calendar year. Staff will be responsible for alternating holidays, i.e. minor one year, major the next to facilitate rotation of the major holidays. In order to fill all needed slots, some staff may be required to work more than one holiday per year.

Due to staffing adjustments, i.e. loss of employment, F.M.L.A., extended leave due to maternity, and so on, adjustments may be required to fill all holiday slots. These adjustments may include additional assigned coverage based on reverse seniority and scheduling requests.

B. Staffing for holidays consists of 12 hour shifts—AM to PM or PM to AM.

C. If a holiday requirement is to be filled by one staff member in place of another staff member, the substitution should be clearly noted on the sign up sheet. Last minute substitutions are not acceptable, except in cases of emergency and will require manager approval and holiday charge nurse notification.

D. These requirements do not reflect scheduling for transplant, cardiac, neuro, ophthalmology or orthopedic call teams.
E. Vacations/ requested time off would be determined by seniority and set schedules.

H. Once the holiday call sign up sheet has been approved, no further changes will be made.

III. Miscellaneous Issues

A. If a staff member calls in ill on an assigned holiday, a physician's excuse is required for the appropriate time to be paid. Not securing an approved physician excuse is grounds for Performance Improvement Counseling.

B. If a staff member calls in sick or does not fulfill the holiday staffing requirement, he/she will be required to work a makeup holiday to be assigned by his/her manager. Also, holiday’s not worked due to illness may not be reimbursed with sick pay.

C. If all slots are not voluntarily filled after posting of sign up sheet, slots will be filled based on reverse seniority. Once all slots are assigned, staff negotiation may be initiated to accommodate only those slots assigned in the drawing. All negotiations are pending manager approval and must reflect census needs.

   For example, a RN must fill her requirement with another RN. Also, staff must be off of orientation and have the ability to fulfill the needs of the adult main OR.

D. The person who originally signed up for the holiday will receive holiday credit regardless of who worked the holiday unless it was due to absence.
IV. Cross References:
Seniority Policy, AS 201170-100.06
Call Policy O.R. # AS 201170-200.05
Scheduling Process CL 20-06.25
Vacations, Holiday, and Leave Time, CL 20-06.17
Hospital Policy OP 10-71
Discharge Policy HR-015

V. Endorsement:
Perioperative Services Policy Committee, ? 2007

VI. Approval:
/s/ Nancye Feistritzer, RN, MSN, Administrative Director Perioperative Patient Care Center,
Date ? 2007