

OFNHP RDH Counter Proposal

Date: 8/26/25

ARTICLE 21 – VACATIONS

A. Vacation Accrual

1. An Employee who has been in a benefit status with the Employer for a period of one (1) year shall be entitled to two (2) weeks annual vacation with pay (accrue: .0385 per hour).
2. An Employee who has been in a benefit status with the Employer for a period of five (5) years shall be entitled to three (3) weeks annual vacation with pay (accrue: .0557 per hour).
3. An Employee who has been in a benefit status with the Employer for a period of ten (10) years shall be entitled to four (4) weeks annual vacation with pay (accrue: .0769 per hour).
4. After the completion of six (6) months of employment in a benefit status, an Employee shall be entitled to use vacation which may have accrued.
5. A Part-Time Employee shall receive pro-rated vacation time according to the above schedule.
6. In no event shall a Part-Time Employee receive more vacation time than he/she would otherwise accrue as a Full-Time Employee.
7. An Employee who is hospitalized or incapacitated for more than seven (7) consecutive days during a paid vacation may elect to substitute accrued sick leave for such time off and may reschedule vacation time. Certification by the attending physician may be required by the Employer.
8. If a holiday falls during an Employee's vacation that day will be compensated as a holiday and not vacation.
9. After completion of six (6) months in a benefit status an Employee who terminates is eligible for accrued vacation pay.

10. Employees are expected to take vacation during the year it is earned. In the event an Employee is not able to take vacation during the year of entitlement, vacation accumulation will be allowed to a maximum of two (2) years vacation eligibility. Monthly vacation accrual will cease at such time as accumulated vacation equals two (2) years of eligibility. **Employees may cash out their vacation hours during open enrollment through the Employer's In-Service Cash Out (ISCO) process.**
11. Lump-sum vacation payments typically given on the anniversary date at which time vacation accrual increase will be discontinued. Instead, the higher accrual rate will begin one-year prior. (LOU Appendix G)
12. **Paid vacation hours shall count toward forty (40) hours in the work week for the purpose of computing weekly overtime.**

B. Vacation Schedule Requests

In recognition of the increased rescheduling that occurs when vacation requests are made after the hygiene schedules are opened, Employees are encouraged to submit vacation requests prior to **eighteen (18) weeks**. ~~General Hygienists and sixteen (16) weeks for Periodontal Hygienists.~~

1. Vacation requests asking for time off more than twelve (12) weeks for General Hygienists and sixteen (16) weeks for Periodontal Hygienists from date of submission of the request will be **submitted via the Employers' scheduling/staffing platform** ~~Employer-Manager~~ shall inform the RDH of approval or denial status within fourteen (14) calendar days from the date of submission of the time off request. Vacation requests shall not be unreasonably denied.
2. To allow for unforeseen needs for time off, vacation requests submitted under twelve (12) weeks for General Hygienists and sixteen (16) weeks for Periodontal Hygienists shall be **submitted to the manager and Employer's scheduling/staffing platform**. The RDHs request shall be approved or denied within seven (7) calendar days from the date of submission of the time off request. Vacation requests shall not be unreasonably denied, and will take into account the availability of replacements, the commitment to minimize patient rescheduling, and the urgency of the request.
3. The Employer recognizes that occasionally an RDH may need urgent time off. If an RDH needs time off with less than four (4) weeks' notice, **the RDH** will submit a time off request directly to **the RDH** immediate Manager and the **employer's scheduling/staffing platform**. The

RDHs Manager shall inform the RDH of approval or denial status within three (3) working days of the request. Requests shall not be unreasonably denied and will take into account the urgency of the request, availability of replacements, and the commitment to minimize patient rescheduling.

4. See Article 13.C.3 for vacation requests under twelve (12) weeks when patients who require nitrous services are already scheduled. **(Article may change based on TAs)**
5. Vacation days around holidays (the day preceding and the day following the holiday) and peak time off periods will be decided upon by the RDH group at each office and granted according to the following:

- a. Submission Requests

RDHs are encouraged to submit time-off requests as early as possible prior to the holiday, eighteen (18) weeks in advance. If no conflicts exist, management will approve the request with no further action needed.

- b. Conflict Notification

If management identifies conflicting requests (e.g., multiple RDHs requesting the same date off, such as the day before Christmas or the day after New Year's, with insufficient backfill availability), management will then inform the RDH group of the conflict as soon as possible, with a minimum of sixteen (16) weeks' notice before the requested holiday or peak time.

- c. Conflict Resolution

- i. The RDH group will convene to discuss and attempt to resolve the conflict among themselves. Management to assist by scheduling a meeting for this discussion.
- ii. If the group cannot resolve the conflict by twelve (12) weeks prior to the requested date, the requests will be approved based on seniority for that year with subsequent rotation for the years to follow (see Article 12.A for Seniority language). Records of rotation to be maintained and kept by each dental office.

Seniority and Rotation Example:

- If four RDHs all request Christmas Eve off this year, and management is unable to grant all requests, only two requests can be granted. The two most senior RDHs will be granted the request.
- For the following year, if all four request the same day off again, and management is unable to grant all requests, the next two in line will have priority.
- If for some reason management could only grant one of the requests, the RDH with more seniority between the two will receive approval, and the less senior will have priority in the subsequent year.

d. Holiday/peak time off periods are defined as New Year's Day, Martin Luther King Jr. Day, Spring Break Week, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

6. Vacation Schedule Requests Retraction

- a. Employees with approved time off requests who wish to retract their approved vacation are encouraged to notify their manager and the Employer's scheduling/staffing platform as soon as possible. Employees may elect to retract vacation hours or days with at least 10 days' notice. If their home office can support the add, the RDH will be added to the schedule. If added RDH schedules cannot be accommodated and there are floats and/or on-calls scheduled the core hygienist can bump the float or on-call, in the event there is more than 1 float or on-call scheduled, reverse seniority shall apply to who gets bumped. If no additional RDH schedules can be accommodated and there are no floats or on-calls to be bumped, the RDH is not guaranteed the return of shift but may make themselves available to other locations. This does not prevent requests with less than ten (10) days' notice.
- b. Retraction Requests with less than a ten (10) day notice shall be assessed on a case-by-case basis via the RDH's immediate manager.


Date: 8/26/25
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OFNHP RDH Chair


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