

SEIU West Annual Vacation - FAQ

1. Are we able to see who is applying for dates we are interested in?

No, the current Staff Scheduling system does not allow employees to see who has already applied for certain shifts off. All applications are based on seniority and department guidelines for maximum number of staff off per shift.

2. How do I submit my annual vacation with preferences for particular dates or blocks of dates?

Place comments with instructions in the comment box outlining your preferences. The more specific the instructions the better the outcome will be for your submissions.

See screen shot below for example of how to direct your choices:

Ranked Requests

Drag and drop to sort.

1	Jul 15 – 21, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
2	Jul 22 – 29, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
3	Jul 29 – Aug 04, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
4	Aug 05 – 11, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
5	Nov 04 – 10, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
6	Nov 11 – 17, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
7	Nov 18 – 24, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=

If Block 1 is granted please ignore requests 2-4 proceed to 5
If Block 2 is granted please ignore requests 3-4 proceed to 5
If Block 3 is granted please ignore request 4 proceed to 5
If Block 5 is granted please ignore request 6-7
If Block 6 is granted please ignore request 7

3. There is a limitation of 20 submissions for annual vacation. What should I do if I have more than that?

Submit a copy of your submissions via email to your Manager, and Staff Scheduling.

