

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
STATE OF MONTANA  
MONTANA STATE HOSPITAL  
AND  
LOCAL #5070, HERE  
MEA-MFT, AFL-CIO**

**Vacation Sign-up Procedure**

First choice of vacation must be submitted on Kronos (time clock or computer) and must be written on calendar. Any second and/or third choice must be submitted on paper leave requests only and identified as second or third requests. Please do not submit second and third requests on calendar or in Kronos.

Care & Service Union Psychiatric Technician annual leave calendars will be available for the following dates:

**FIRST GROUP (most senior): TBA (date to be announced). No later than May 1<sup>st</sup> of the current contract year.**

**SECOND GROUP (second most senior): TBA**

**THIRD GROUP (third senior): TBA**

**FOURTH GROUP (least senior group): TBA**

All other vacation requests of five days or more submitted after (date TBA) will be handled on a first come, first served basis.

Vacation calendars will be available in the Staffing Office for review and/or sign up daily between 0600 and 1600 during each group's sign-up period.

Vacation requests for 2017 shall be arranged by agreement of the parties.

**IMPORTANT POINTS TO REMEMBER:**

- Annual leave for the purpose of vacation sign-up is defined as a continuous leave of five working days or more. Vacations cannot be split.
- Employees must have adequate time for vacation requests.
- Leave without pay will not be granted for vacations.
- There is no guarantee that any annual leave request will be granted at any specific time. The staffing needs of the Hospital will be given first consideration.

For questions regarding this process, <sup>contact</sup> nursing services or your union representatives.

Dated this 3 day of Feb, 2017.

Dated this 3<sup>rd</sup> day of February, 2017.

FOR LOCAL 5070 HERE, MEA-MFT, AFL-CIO:

Larissa Holbrook  
Larissa Holbrook, President

Don Jones  
Don Jones, Field Representative  
MEA-MFT

FOR THE STATE OF MONTANA:

Michael P. Manion  
Michael P. Manion  
Chief Labor Negotiator  
State Office of Labor Relations

Sheila Hogan  
Sheila Hogan, Director  
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