

## Vacation day FAQs

- **How did the COVID-19 pandemic affect our staffing?**  
For hospitals across the country, the number of COVID-19 patients was expected to surge in April. In anticipation of that surge, following the governor's orders, Cleveland Clinic mandated certain types of patient care be suspended, such as elective surgeries. In consideration of the fact that we have delayed care for some patients and have others who will need our services we expect to be very busy in the last half of the year.
- **Why are we implementing restrictions on vacation utilization in the last 4 months of the year?**  
We will need to manage vacation more closely to ensure appropriate staffing to meet our patient needs. As restrictions begin to ease and we ramp up clinical services, we will expect to see higher patient demand for our services during this period.
- **Is the request process for requesting absences, including vacation, changing?**  
No. The process for requesting absences will remain the same but the 90-day notification requirement is suspended for the period of May through August 31. However, all absences must be approved by Department and Institute leadership to minimize the impact on patient care.
- **Are my vacation days being reduced?**  
No. Your vacation days are not being impacted. As you recall earlier this year, we provided an additional day to all staff in appreciation of last year's achievements. The additional vacation day will remain intact along with the rest of your vacation days.
- **Can I still carry forward Vacation Days?**  
Staff will still be permitted to roll over unused vacation into 2021 in accordance with the Vacation Policy in the [Major Policies for the Professional Staff](#).
- **Are there plans to increase Vacation bank limits?**  
There are no plans to increase vacation bank limits.
- **Can I use my Prior Year Vacation days that I have banked during the remainder of 2020?**  
No. You are only allowed to use current year vacation this year. Staff will still be permitted to roll over unused vacation into 2021 in accordance with the Vacation Policy in the [Major Policies for the Professional Staff](#).

**For Professional Staff:**

## **Vacation Day and Merit Increase FAQs**

*Updated May 15, 2020*

- **What if I already scheduled time off using my Prior Year Vacation days?**  
Please discuss the request with your department leadership.
- **I already scheduled vacation that exceeds 1/3 of my annual vacation days during the September to December period. What should I do?**  
Please discuss the request with your department leadership.
- **Can I use my Personal Day and Well-Being Day?**  
Yes. Staff are still permitted to use their Personal and Well-Being Days with proper notification and approvals.
- **Where do I find my annual vacation balance?**  
Staff vacation balances can be viewed in the [Staff Information System](#) (SIS). Click on “My Time Away” on the left column to view your personal balances.

## **Merit increase FAQs**

- **Will Cleveland Clinic have a 2020 Merit Increase/Equity Increase Process?**  
No, a review of business goals, objectives and processes has been conducted to find ways to decrease expenses, increase revenue and protect the future well-being of Cleveland Clinic while preserving salary and benefits for all of our caregivers. As a result of this analysis, and in an effort to manage the organization’s assets conservatively and responsibly, the difficult but essential decision has been made to forego 2020 merit increases and equity increases for the Professional Staff and all caregivers until further notice.
- **Who will be impacted by this update?**  
The entire Professional Staff of the Cleveland Clinic and all Cleveland Clinic caregivers.
- **Will the organization process market adjustments for the remainder of 2020?**  
No. This was also part of the review process.
- **What are the effective dates of these changes?**  
This is effective immediately. As a result of the review, it is clear that as an organization, we need to find ways to decrease expenses, increase revenue and protect the future well-being of Cleveland Clinic while preserving salary and benefits for all of our caregivers. This will continue to be carefully monitored and we believe the outcome from these measures will better position Cleveland Clinic for a solid financial future.
- **What additional Compensation programs will be impacted by this update?**  
The Staff Compensation Office will continue to partner with the Institutes on promotions and additional pay to continue to be stewards of our organizational finances. All promotional

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increases are subject to review by the Chief of Staff before any final determinations will be made.

- **What are the healthcare industry benchmark practices for 2020 salary administration?**  
Through our participation in third party surveys and our memberships of professional healthcare associations, we are seeing other healthcare organizations holding merit increases as well as announcing base pay reductions, eliminating retirement contributions, implementing furloughs, and even layoffs. Our executive team is taking a different approach and has chosen to preserve all jobs, salaries and benefits. This is the best option at this time and will have the least impact on our caregivers overall.