

The Leave Roster Made Easy

Only 3 can be off. Alice wants December 1 through January 3. Bob and Carol want December 24 - December 31. Don only wants December 26.

Roster #1

Ranking

| | | |
|-------|---|----------------------|
| Alice | 1 | < - Doesn't exercise |
| Bob | 2 | < - Doesn't exercise |
| Carol | 3 | < - Doesn't exercise |
| Don | 4 | < - exercises option |

If the conflict can't be resolved then you must exercise your option or have leave denied even if you want only one day. It doesn't matter that one person's leave starts before another. One day of conflict brings the *entire period* under the provisions of the Leave Roster.

Result:

| | |
|-------|----------|
| Alice | Denied |
| Bob | Denied |
| Carol | Denied |
| Don | approved |

Don, who was at the bottom of the roster got the leave he wanted. Since he exercised his option he "moves" to the bottom of the roster.

Alice, Bob and Carol can resubmit leave after the extended leave requests are approved/denied. It will be approved on 1st come 1st served basis (usually seniority)

| | | |
|-----------|-------|---|
| Roster #2 | Alice | 1 |
| | Bob | 2 |
| | Carol | 3 |
| | Don | 4 |

Next year the same situation, with Roster #2 in play:

| | | | |
|-----------|-------|---|----------------------|
| Roster #2 | Alice | 1 | < - Doesn't exercise |
| | Bob | 2 | < - exercises option |
| | Carol | 3 | < - Doesn't exercise |
| | Don | 4 | < - exercises option |

| | | |
|---------|-------|----------|
| Result: | Alice | Denied |
| | Bob | Approved |
| | Carol | Denied |
| | Don | Approved |

Bob and Don get the leave they want and drop to the bottom of the roster.

| | | |
|-----------|-------|---|
| Roster #3 | Alice | 1 |
| | Carol | 2 |
| | Bob | 3 |
| | Don | 4 |

Again, same situation

| | | | |
|-----------|-------|---|----------------------|
| Roster #3 | Alice | 1 | < - Doesn't exercise |
| | Carol | 2 | < - Doesn't exercise |
| | Bob | 3 | < - Doesn't exercise |
| | Don | 4 | < - Doesn't exercise |

| | | |
|--------|-------|--------|
| Result | Alice | Denied |
| | Carol | Denied |
| | Bob | Denied |
| | Don | Denied |

If the leave roster comes into play all involved in the conflict must exercise their option or the leave will be denied, even if the request is only for one day.

| | | |
|-----------|-------|---|
| Roster #4 | Alice | 1 |
| | Carol | 2 |
| | Bob | 3 |
| | Don | 4 |

There's no change in the roster order because no one used their option.

Next situation:

| | | | |
|-----------|-------|---|----------------------|
| Roster #4 | Alice | 1 | < - exercises option |
| | Carol | 2 | < - exercises option |
| | Bob | 3 | < - exercises option |
| | Don | 4 | < - exercises option |

| | | |
|--------|-------|----------|
| Result | Alice | Approved |
| | Carol | Approved |
| | Bob | Approved |
| | Don | Denied |

| | | |
|-----------|-------|---|
| Roster #5 | Don | 1 |
| | Carol | 2 |
| | Bob | 3 |
| | Alice | 4 |

Even though Don exercised his option he moves to the top of the roster: if you don't get the leave then your exercising the option is invalidated, it's as if you hadn't exercised it.

The basic rules:

- If you want leave put in for it.
- If there's a conflict decide if you **really want** leave for that period. If you do, exercise your option.
- If you do that then, on the average, every 2d time you **really want** leave you'll get it. If others try to massage the results by not exercising their options you'll get it more often. (Actually, someone on the bottom of the roster who always exercises his option may get it more than 1/2 the time if the folks higher on the roster "save" their option)

When the leave roster comes into play the length of the leave is immaterial, one day or one month is the same for leave roster purposes. The problem with "only one day" is that if you allow for seniority on one day it would force someone who exercised his or her option to loose one of those days.

Why? I'll use a week as an example.

If management has given the maximum number of people leave for the week and you got, because of seniority, Wednesday (in the middle of someone else's leave) they now have 50% +1 off -- too many people on leave. They aren't going to tell Bob that he can have Monday, Tuesday, Thursday and Friday off, but has to come in on Wednesday because you have seniority and want that day -- not to mention how it would make Bob feel.

The ideal solution would be to allow more people off. (I know, ain't 'gonna happen)