

## PRO Day Criteria

**Who:** Nurses under the contract

**What:** Additional paid days for professional development (education not required for position, *i.e.* ACLS, PALS, BLS).

**When:** January 1 – December 31.

**How Much:** Four PRO days per RN each calendar year. Each PRO Day is 8 hours.

***PRO days are managed by the Manager or their designee not NPDS***

### The Facts

1. RN Completes the Request and record of PRO DAYS form
2. RN submits completed Request and record of PRO DAYS form to their manager.
3. Upon manager's approval the RN purchases or attends the educational opportunity.
4. PRO DAYS can be used with scheduled work time BUT do not create overtime.
5. PRO DAYS can be used in lieu of scheduled worked time – *with approval*.
6. PRO Days -Can be taken in 4 or 8 hour blocks.
7. PRO Days are paid upon completion with proof of CEU's earned.
8. Online classes are paid as follows:
  - One 8 hour PRO Day is equal to 6 CEU's
  - One 4 hour PRO Day is equal to 3 CEU's

### The Process

1. Go to the Portal Home Page
2. Select Life Long Learning tab
3. Select "Resources"
4. Select RN Continuing Education folder
5. Select RN PRO DAY folder
6. Choose the Request and record of PRO DAYS form
7. Enter your name (please print clearly) department (not cost center)
8. Enter the Title Of Course, # CEU's, Dates, and the proof of CEU's earned
9. Obtain your manager's approval and signature. **Make sure you keep a copy of the approved PRO DAYS request form, for your records.**
10. Clock hours as follows:
  - Clock code – 81
  - Enter: Cost Center
  - Pay code: 776 (PRO)

**You must receive your manager's approval before and after utilizing your PRO DAYS.**