



mySchedule

Employee Annual Vacation Process

mySchedule Vacation Process

- Employees will enter vacation requests in a series of rounds, each starting on a Friday morning, and closing on the following Tuesday morning
- Managers will review and approve these applications in seniority order, and then the process will repeat through five rounds
- Approved requests will be submitted to Staffing Services for entry

Schedule

- On November 3rd at 10:00am, Round 1 will become **Active**, and all other rounds will be **Available**
- This chart indicates when each round will become **Active** for approvals and when it will be **Closed** for applications:

2024 Annual Vacation Submission Schedule for Employees		
Round	Round Opens at 10am <u>PST</u> (to receive vacation requests)	Round Closes at 10am <u>PST</u> (<u>will</u> no longer accept vacation requests)
1	November 3, 2023	November 7, 2023
2	November 10, 2023	November 14, 2023
3	November 17, 2023	November 21, 2023
4	November 24, 2023	November 28, 2023
5	December 1, 2023	December 5, 2023

Vacation Rounds

- There will be five rounds, and you can have one selection approved in each round
- Rounds can have one of three status types:
 - **Active** – These rounds are open for applications and will be the next to close
 - **Closed** – These rounds are no longer accepting requests
 - **Available** – These are future rounds that are open for applications

Vacation Groups

- By default, everyone in one occupation type in a unit will be grouped together
- Managers can modify these groups to better reflect how annual vacation is usually booked in your areas
- Employees are automatically ranked by seniority within their vacation group
- Employees who are changing positions during the vacation year may have more than one vacation group – these employees can choose to apply in one group or the other in each vacation round

Vacation Hour Banks

- Employees will be provided with an Estimated Entitled Vacation bank, and (if applicable) a Supplemental Vacation bank
- Banks will display the following information
 - **Opening** – your initial balance
 - **Pending** – the hours for your top preference in each round that has not been processed by manager
 - **Approved** – the hours of your approved requests
 - **Available** – the hours not allocated to Pending or Approved requests

Entering Requests

- When the process starts, you can enter requests for all five rounds – you do not have to wait for other employees to enter their requests
- You can enter between three and twenty requests and rank them in preference order for each round
 - Your ranked requests do not carry over to the next round – each round is a separate process
- Requests can be updated or deleted at any time until the round closes
- Requests must be for consecutive dates
- You can make requests extending into the following year, as long as the first date in the request falls within the current vacation year

Entering Requests

- If your requests exceed the unit quota or your available vacation hours, they will include a warning
- Requests with warnings can be submitted, but are less likely to be approved. A comment for your manager must be included when entering requests that include warnings
- If a more senior employee enters or changes their request after your application, you will be notified by email if all of your vacation requests no longer fit within the quota
- If you cannot enter a request, contact your manager before the round closes – they can enter requests on your behalf if necessary

Vacation Quotas

- The quota is the number of employees that can be approved for vacation on a specific calendar day
- Managers set the number of employees who can be approved for each calendar day
- mySchedule will display the quota information on the calendar and on the shift detail sections:

January 2020	
Wed	Thu
31	Jan 1 2
0/1 ●	0/1 ●

Jan 1, 2020
830 - Day Shift
08:30 - 16:30 PST 7.5 hrs
Quota 0 / 1 ●

Vacation Quotas

- Quotas provide numeric and colour-coded information
 - A quota reading 0/1 means there are no applications for one space, while 1/1 means there is one application for one space.
 - A green quota indicates that day is currently available
 - A yellow quota is filled with a pending request from a more senior employee, and may still be available
 - A red quota is filled with approved or scheduled requests
- Applications can be entered for any coloured quota, but requests with green quotas are most likely to be approved

Vacation Quotas

- On call shifts are not counted in the quota and do not use any vacation hours
- Schedules including multiple shifts in a single calendar day will only increase the quota by one
- All quota displays are provided to assist with applications – this information is subject to change, and should only be considered an estimate

When the Round Closes

- Once rounds close, Managers can begin to approve requests in seniority order
- Managers will approve the top preference possible for each employee – if no requests can be approved, they will contact the employee for alternate preferences
- Employees who do not submit requests or contact their manager before the round closes may be skipped for the round
- Employees who do not provide alternate requests may receive a denial for all requests for the round

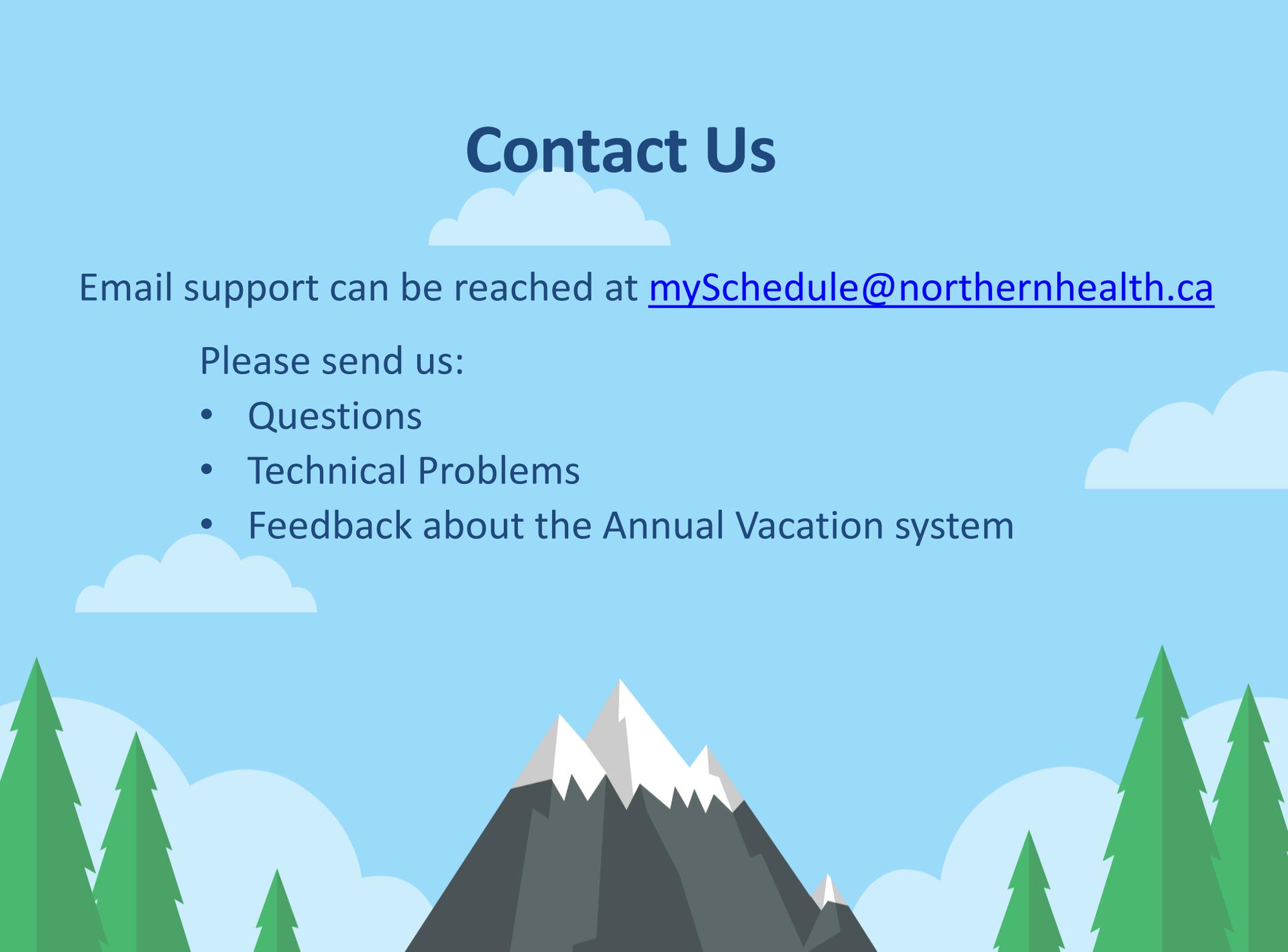
Notifications

- mySchedule will send notifications to your preferred email address
- If you have not entered a personal email, notifications will be sent to your Northern Health email
- Notifications will be sent with the following info:
 - Rounds opening and closing
 - If you are the most senior employee who has yet to apply
 - If a manager applies/edits a request on your behalf
 - If all of your preferences have conflicts
 - When your requests are approved or denied (sent when manager submits the entire round to Staffing)

After the Final Round

- If you need to enter additional requests after Round 5, these should be submitted directly to your manager using the existing Annual Vacation request form.
- Additional requests must be submitted by 12:00pm PST on the second Wednesday of December.
- Approved vacation won't appear in your schedule until it has been entered by Staffing Services

Contact Us



Email support can be reached at mySchedule@northernhealth.ca

Please send us:

- Questions
- Technical Problems
- Feedback about the Annual Vacation system