mySchedule Annual Vacation – Employee FAQ

Instructions

1. **How does this process work?**
   - There are five rounds where you can submit vacation requests, which will be considered in seniority order
     - Rounds can have three status types
       - **Active** – you can enter vacation requests in these rounds and see approved requests and pending requests from more senior employees reflected in the quota
       - **Available** – these are future rounds – you can enter requests in these rounds, but pending requests for these rounds will not be displayed
       - **Closed** – these rounds have closed for applications – you can no longer enter or change applications in these rounds

2. **When can I apply?**
   - Please review the [Annual Vacation Submission Schedule](#) for submission dates.
   - Round One will be **Active** for applications and will display pending requests from more senior employees as they are entered.
   - Existing vacation dates and vacation dates approved throughout the process will also be displayed in the quota for each calendar day.

3. **What happens if I don't apply for anything before the round closes?**
   - If you haven't applied or contacted your manager before the round closes, you have opted out of that round, and they will proceed to approvals for lower seniority employees
   - If you want to apply but will not be able to enter your request, contact your manager before the round closes

4. **Can I make changes to my requests?**
   - Requests can be edited or deleted up until the round closes. Managers can modify requests after rounds have closed.

5. **What are ranked requests, and why do I have to enter three?**
   - Ranked requests are preferences – if the first cannot be approved, the manager will consider the second, etc. Requests can be entered or modified until the round closes.
   - A minimum of three preferences are required to make it more likely the manager will be able to approve one of your requests without needing to follow up with you
   - These can either be used to select variations of a similar request (example: July 1-15 or July 2-16), or significantly different preferences (example: August 10-24, or December 15-30)
   - Only one request will be approved in each round
   - Requests do not carry over to the next round

6. **How do I apply for requests that extend into January 2025?**
   - Select a start date before the end of 2024 – the request must include at least one scheduled shift.
   - Set an end-date extending into 2025– the system will allow requests extending several weeks into 2025.

7. **What if I make a request that exceeds the quota or my vacation hours?**
   - A warning will be displayed indicating the issue with your request
     - o The request can still be submitted, but is less likely to be approved by a manager
     - o Requests displaying warnings require you to WRITE details of your request in the comment field.

8. **What happens when managers approve requests?**
   - You will be sent an email to your preferred email account (or Northern Health, if you have not set a personal email) confirming your approval
   - You will be able to see the approved dates in the Annual Vacation module
   - You may not see requests in your calendar in mySchedule immediately – they will appear after Staffing Services have completed booking them into the scheduling system

9. **What happens if my manager can't approve any of my requests?**
   - Your manager will contact you to select an alternate choice they can enter on your behalf
   - If the round closes and you know your selections cannot be approved, you can also contact your manager with alternate requests

10. **What if after Round Five closes, I still have vacation days remaining that I wish to submit?**
    - Employees with remaining days to request are to submit these using the Annual Vacation Request Form no later than **12:00pm PST on the second Wednesday of December**, in order for seniority to prevail.

Need More Help?

What do I do if I run into technical problems?
   - Contact the mySchedule support team by email, at mySchedule@northernhealth.ca