
mySchedule - Length of Time Shifts Are Open for Applications

Introduction

The amount of time you will have to apply on a shift or block is determined by the amount of time until the shift or block begins. Please see below the length of time that shifts are available to apply on:

Start Time of Vacant Shift	Time Shift is Open for Applications
Shift starts in 0-12 hours	15 minutes
Shift starts in 12-48 hours	30 minutes
Shift starts in 48 hours to 7 days	6 hours
Shift starts in 8 to 30 days	24 hours
Shift starts in 31 to 92 days	5 days

If you miss the application window, you can look to apply online (if the shift is still vacant and accepting applications) or you can call Staffing to be considered for the shift. Note that applicants who applied within the application window are processed first, unless all applicants within the window are overtime/ineligible, and the employee calling after the window is straight-time and eligible for the shift.

Please note that *mySchedule* now uses hours until shift start instead of calendar days.
