How to Apply for Annual Vacation

Introduction

The Annual Vacation module on mySchedule allows employees to make vacation requests for the upcoming year.

Advantages

- Create informed vacation requests
- Online for easy access and planning
- Information about how likely your request is to be approved
- Insight into pending vacation requests from more senior employees

Sections

Instructions

Access the Annual Vacation Module

- Login to mySchedule.vch.ca with your VCH user account.

- Click on the **Schedule** menu item located in the top left of the screen
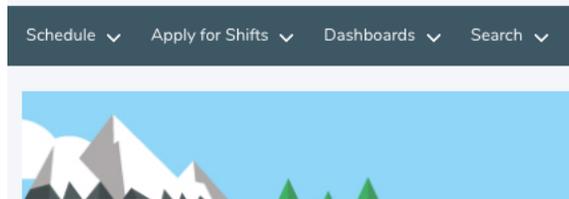
- Click on **Annual Vacation**
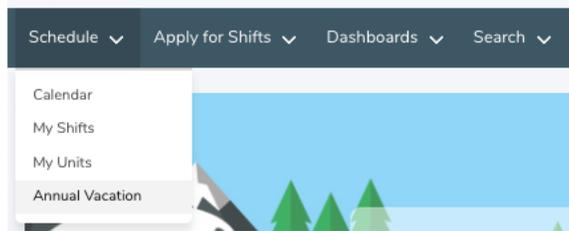
Apply for Annual Vacation

Below is the Annual Vacation Employee main page. This page will allow you to view and select from the **vacation groups** you belong to.

VCH Annual Vacation

Jan 01 2020 - Dec 31 2020

Vacation Groups

Name	Current Round	Eligibility Range ⓘ	
Neonatal Intensive Care RNs	Round 1	Jan 01, 2020 - Dec 31, 2020	Apply

A **vacation group** contains groups of employees identified by ESP home unit and occupation code. By default, a group is a single occupation code within a single unit, though managers can combine these groups to include multiple occupation codes in one unit, and/or occupation codes from multiple units

An example of a vacation group:
Unit: UHN Neonatal Intensive Care U
Occupation Class: Registered Nurse (RN 216)

Vacation groups are automatically assigned based on your position information and scheduled shifts. Most employees will belong to one vacation group, but if you are switching primary positions during the vacation year, you may be eligible to participate in multiple groups. Employees with multiple groups can only apply in one group per vacation round.

Note: Only full-time and part-time employees can participate in the Annual Vacation process on mySchedule.

- **Name:** This is the vacation group name, which is either the unit and occupations involved, or a custom name selected by your manager
- **Current Round:** This indicates the current open round
- **Eligibility Range:** This reflects the date range in which you hold the position within that vacation group for the upcoming year. You can only select vacation that falls within your eligibility range
- **Apply button:** This button will take you to the main page for this vacation group

Vacation Group Rounds

The vacation group main page has three main sections:

A. Employee Information

B. Vacation Rounds

C. Approved Vacation Requests

Neonatal Intensive Care RNs

A

LiSA SMITH
Union FAC

Current Home Unit:	Neonatal Intensive Care Unit			
Current Home Occupation:	RN 1673			

Vacation Bank	Opening	Pending 🛈	Approved	Available
Estimated Entitled Vacation	330.000	0.000	0.000	330.000
Supplemental Vacation	0.000	0.000	0.000	0.000

B

Neonatal Intensive Care Unit RN 1673

Round 1	ACTIVE open for submissions

| OPEN 10:00 AM PDT Aug 26, 2019 | - | CLOSE 04:00 PM PDT Aug 27, 2019 |

Seniority Ranking
1 / 10

Eligibility Ranges 🛈
Jan 1, 2020 - Dec 31, 2020

Apply

Round 1.5	NOT YET AVAILABLE

| OPEN 08:00 AM PDT Aug 27, 2019 | - | CLOSE 06:00 PM PDT Aug 27, 2019 |

Seniority Ranking
1 / 10

Apply

Round 2 (FINAL ROUND)	NOT YET AVAILABLE

| OPEN 08:00 AM PDT Aug 28, 2019 | - | CLOSE 08:00 PM PDT Aug 28, 2019 |

Seniority Ranking
1 / 10

Apply

C

Approved Vacation Requests

Date	Total Days	Vacation Hrs Used	Round Granted
No vacation requests have been approved yet.			

Figure 1

A. Employee Information

Your employee information is summarized at the top of this page, including union, current home unit(s) and current occupation class(es).

LISA SMITH
Union FAC

Current Home Unit:		Neonatal Intensive Care Unit		
Current Home Occupation:		RN 1673		
Vacation Bank	Opening	Pending ⓘ	Approved	Available
Estimated Entitled Vacation	330.000	0.000	0.000	330.000
Supplemental Vacation	0.000	0.000	0.000	0.000

Your vacation banks are displayed along with their balances. Vacation bank balances are updated throughout the annual vacation process.

Vacation Bank Types

- **Estimated Entitled Vacation:** Estimated Vacation Entitlement amounts have been reduced by any vacation hours accrued over an individual's maximum entitlement.
- **Supplemental Vacation:** An additional allotment of vacation

Vacation Bank Balances

- **Opening:** this balance reflects the original amount you are allocated for the annual vacation period.
- **Pending:** this balance reflects your most-preferred pending vacation request(s) before they are processed by a manager.
- **Approved:** this balance reflects the number of hours from approved vacation requests.
- **Available:** this balance reflects any remaining vacation hours that are available to apply towards vacation.

B. Vacation Rounds

Figure 2

Rounds

Vacation requests will be processed in a series of **rounds**. Rounds are shown on the central portion of the screen (see Figure 2). Each round is a separate timeframe where employees can submit their vacation requests in order of preference. A manager will process employee vacation requests in order of seniority and preference.

During the Annual Vacation process, rounds will have one of the following statuses:

- **Active**: the round is open to receive employee vacation requests, and quotas will display approved requests and pending requests from more senior employees
- **Closed**: the round is no longer accepting any vacation requests. Information is read-only.

If your vacation request was not approved in a round, employees will have a second opportunity to submit requests before the next round begins. For example: if an employee was not approved in Round 1, they will be eligible to submit requests in Round 1.5.

Seniority Ranking

Within each round, you can view your seniority ranking. A seniority ranking is where your employee seniority ranks within that group of employees within the vacation group. If you belong to more than one vacation group, you may have different seniority rankings within each vacation group.

C. Approved Vacation Requests

All approved vacation requests will be summarized in this section (found at the bottom of the Employee Annual Vacation main page, see Figure 1) throughout the annual vacation process.

Creating Vacation Requests

Click on the "Apply" button to enter that round and add or edit your list of vacation requests.

The Employee Create Request page is displayed, where you can manage your list of vacation requests for the current round.

- **A.** Employee & Round Information
- **B.** Calendar & Creating Requests
- **C.** Review and Reorder Ranked List

A

VCH Annual Vacation

Neonatal Intensive Care RNs 1673
Vacation Group Eligibility ⓘ: Jan 1 - Dec 31, 2020

Round 1 OPEN

Unsaved Changes

Open	Aug 26th 2019, 10:00 AM
Close	Aug 27th 2019, 16:00 PM

JOANNE ANDERSON
Union FAC | Seniority 1 / 10

Vacation Bank	Opening	Pending ⓘ	Approved	Available
Estimated Entitled Vacation	330.000	56.000	144.000	274.000
Supplemental Vacation	0.000	0.000	0.000	0.000

B

February 2020

Select a day to start adding a request!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	Feb 1
	0/8 ●	0/8 ●	0/8 ●	0/8 ●	0/8 ●	
2	3	4	5	6	7	8
	0/8 ●	0/8 ●	0/8 ●	0/8 ●	0/8 ●	
9	10	11	12	13	14	15
	0/8 ●	0/8 ●	0/8 ●	0/8 ●	0/8 ●	
16	17	18	19	20	21	22
	0/8 ●	0/8 ●	0/8 ●	0/8 ●	0/8 ●	
23	24	25	26	27	28	29
	0/8 ●	0/8 ●	0/8 ●	0/8 ●	0/8 ●	

C

Ranked Requests
Drag and drop to sort.

1 Feb 5, 2020

✔ Vacation Hrs Available   ✔ Quota ●   Unsaved

Delete

2 Feb 18 - 20, 2020

✔ Vacation Hrs Available   ✔ Quota ●   Unsaved

Delete

3 Feb 26, 2020

✔ Vacation Hrs Available   ✔ Quota ●   Unsaved

Delete

900

Warning You have unsaved changes. Finish editing and resubmit to save your changes.

SUBMIT VACATION REQUESTS

Figure 3

A. Employee & Round Information

At the top of the Employee Create Request page (see Figure 3), you will see information regarding the current round, such as vacation group, round, and your calendar eligibility within the vacation group. Relevant employee information is also displayed, including your seniority ranking, union, and vacation banks & balances.

Neonatal Intensive Care RNs 1673
Vacation Group Eligibility ❶: Jan 1 - Dec 31, 2020

Round 1 OPEN

Unsaved Changes

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JOANNE ANDERSON
Union FAC | Seniority 1 / 10

Vacation Bank	Opening	Pending ❶	Approved	Available
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B. Calendar & Creating Requests

In the middle section of this page (see Figure 3), the calendar displays a variety of information to help you easily create informed annual vacation requests.

On the monthly calendar view, each day displays a variety of information:
- A **scheduled shift** is represented by a horizontal blue line.

- An **approved request** is represented by a horizontal green bar.
- The current **quota** is displayed as a total along with a colored likelihood indicator.
    - Each vacation group is assigned a quota. A quota is the maximum number of hours that can be approved for vacation per calendar day.
- **Holidays and special dates** (such as Pay Day) will be represented by blue icons in the top corners of each cell.

When you select a date from the calendar (see Figure 4), the right panel in the calendar will populate with more detailed information:
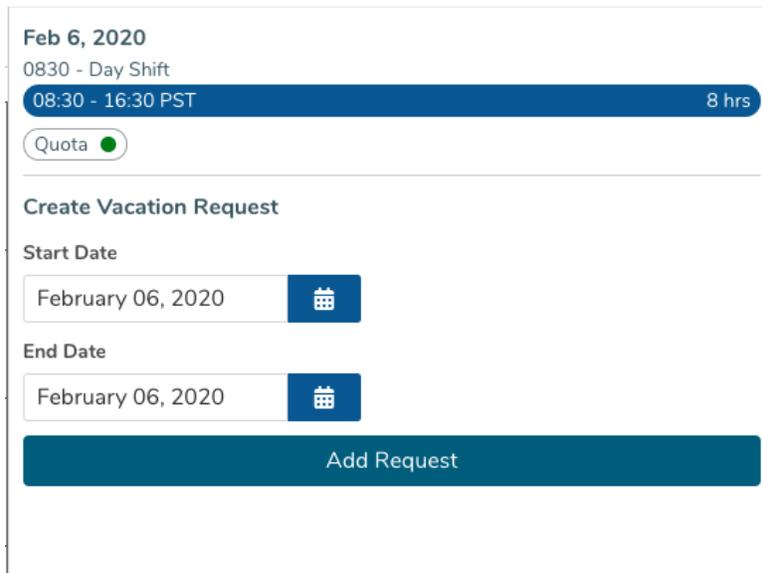
How to Add a Vacation Request

1. Select your start date in the calendar. The right panel on the calendar will populate with information
2. In the right panel, click on the End Date option. A small calendar will pop up. Within that small calendar, select the end date of your vacation request.

3. Click the "Add Request" button

4. An overlay will appear summarizing this vacation request.

This overlay summarizes the following information related to your vacation request:
- **Requested Dates**: this is the date range you selected for a vacation request.
- **Likelihood Summary**: criteria which highlights if your vacation request has any conflicts regarding daily quota or available vacation hours.
- **Shift Details**: a detailed view of your vacation request, broken down by individual dates.
- **Vacation Banks**: a summary of your vacation banks and their adjusted balances if you decide to add this vacation request.
- **Supplemental Vacation**: If you wish to use supplemental vacation hours towards your vacation request, click on the checkbox and indicate how many hours you wish to use.

5. Click the "Add Vacation Request" button to add this request to your list of preferences.

Review and Submit Your Ranked List

The bottom section of the Employee Create Request page displays your ranked list of vacation requests in order of preference.

If you haven't entered at least three preferences, or if you haven't saved your changes, you will see warnings.

Review Your Ranked List

Each vacation request in the Ranked Requests section (see Figure 3), display the following information:

- **Requested Dates**: this is the date range you selected for a vacation request
- **Likelihood Summary**: criteria which highlights if your vacation request has any conflicts regarding daily quota or available vacation hours
- **Status**: the status indicates the state of your request
  - **Pending**: waiting for a manager to process your requests
  - **Approved**: this request has been approved by a manager
  - **Not Approved**: the manager has approved one of your other preferences in this round
    If the request was entered on your behalf by a manager, the preference will include an Added by Manager indicator

Manage Your Ranked List

- **Re-order**: You can rearrange the order of your vacation requests by using drag & drop on each request. After each rearrangement, the numbered list should update to reflect the new order, and you will see a notification in yellow that you have unsaved changes. You need to submit your vacation requests to save the changes.
- **Delete**: You can delete a request by clicking on the "Delete" button on each vacation request.
- **Edit**: If you wish to edit a vacation request, delete the request and re-add a new request with your changes.
- **Minimum**: A minimum of three vacation requests are required per round
- **Maximum**: A maximum of 20 vacation requests are permitted per round.

Submit Your Ranked List

In order to submit your list of vacation requests, click on the "Submit Vacation Requests" button. If you wish to save any changes to your list of ranked vacation requests, click on the "Submit Vacation Requests" button.

SUBMIT VACATION REQUESTS

If a round is active, you can return to the annual vacation module and edit your list of vacation requests. In addition, you may include an optional comment with your list of ranked requests.

Warnings

Employees cannot submit a vacation request that contains a warning. There are two types of warnings in which a vacation request may trigger:

Exceeded Quota: Your vacation request exceeds the daily quota

Exceeded Vacation Hours: Your vacation request contains more hours than the amount available in your vacation bank.

Vacation Request Approval Process

- A manager will approve your vacation requests after the round closes.
- Once your vacation request is approved, you will receive an email notification and your status will be updated in the Annual Vacation module in mySchedule
- If none of the requests can be approved, and an alternate selection cannot be approved, the request may be denied for this round, meaning no choices will be approved for this round

General Notes

- If you wish to switch vacation groups during a round and you have already submitted a list of vacation requests, you can clear your existing list and select another vacation group to participate in.
- Employees may only participate in one vacation group per round.
- All approved vacation requests will be displayed in the Annual Vacation module.
- Disclaimer: Approved vacation may not appear in your schedule immediately.