Scheduling will occur in the following order:
1. Full-time/Part-time off shift only and Weekend Rotation staff will schedule first.
2. Full-time rotators in two alternating groups
3. Part-time and casuals will schedule last.
4. Each group will have 4 days to complete.
5. The weekend is defined as 7pm on Friday until 7am on Monday

Full-time-
- Length of shifts:
  1. 8 hr shifts= 7A-3:30P, 3P-11:30P, 11P-7:30A
  2. 12hr shifts= 7A-7::30P, 7P-7:30A, 11A-11:30P
- Every-other weekend (including an off shift weekend) or the equivalent of four weekend shifts with two shifts being off shifts
- Holiday pairings-
  - Memorial Day and Labor Day
  - 4th of July and Thanksgiving
  - Mother’s Day and Father’s Day
  - Christmas and New Years
    - Holiday requirement supersedes weekend obligation
    - Christmas Eve and Christmas Day are to be worked in its entirety unless staff trade per blue slip policy. Same goes for New Year’s Eve and New Year’s Day. Holiday time will be utilized for the eve and the day for the holiday you are not working.
  - Easter will rotate every other year
  - All night shift staff are required to work the night leading into the holiday and the night of the actual holiday if it is your scheduled holiday to work
  - Staff are expected to alternate the paired holidays (ex. Staff may not schedule themselves to work every 4th of July and be off every Thanksgiving.)
  - Seniority will be utilized to determine staffing schedules during holiday pay periods
- All rotators are expected to schedule an off shift weekend unless staff trade per blue slip policy.
- Vacation time should be submitted to Unit Director for approval. If more than two staff members are requesting the same week, seniority will be taken into consideration. For vacation only, you are permitted to take both weekends without trading.
- One 3 day weekend off per schedule (ex. Fri/Sat/Sun or Sat/Sun/Mon).
- Weekend call-offs are to be made up the following weekend. Note: If you call off any weekend day/evening/night (ex. Friday 3-11, Saturday, or Sunday) you will be automatically scheduled for the following weekend as needed per Unit Director (ex. Friday 3-11, Saturday, or Sunday).
- Rotators are expected to schedule up to 50% of their time on their off-shift. Note: The staff working three 12hr shifts per week are to schedule one off shift a pay period (i.e. a “T” or a “P”)
- 12 hour staff are required to work the equivalent on their weekend and holiday
- All staff must work a Monday and a Friday per schedule including an off shift.
- Every effort will be made to grant school and day off requests when denoted by a “red dot” on the mock schedule, providing the employee is flexible.
Hospital or system-wide committees, conferences, formal education obligations, etc. should mark meeting days with an “M” on the mock schedule. To ensure adequate staffing, these dates should be prescheduled and approved by the UD.

**Note:** Attendance at educational activities is encouraged. Staff members requesting in-service/educational conference time should submit requests for approval to the UD prior to the deadline for schedule requests.

**Part-time-**
- Every other weekend
- Including an off shift weekend
- Holiday obligations are same as full-time
- School obligations and day off requests are the same as full-time
- All Friday policies are applicable.
- All vacation time is also applicable

**Casual-**
- Will schedule according to their tier requirements
- Must schedule one winter (ex. Labor Day, Thanksgiving Day, Christmas, or New Years) and one summer (ex. Martin Luther King, Memorial Day, or 4th of July) holiday

**Schedule changes can be made, but need to be approved by the Unit Director, Clinician, or Charge Nurse and based on the needs of the unit.**