7 North Self Scheduling Process  (Revised 4/14/2010)

I. Scheduling Process

- The scheduling timeline outlined by the hospital will be utilized in regards to dates for requesting time off, putting the draft shell into circulation, and posting the finalized schedule.

- Upon completion of orientation, RN staff are assigned to either the A group or the B group for scheduling.

- If a staff member is hired to replace another RN position, the new hire will be placed into that empty group as well.

- The A group and B group will rotate ability to sign up first for desired shifts and put their on-call shift in if applicable. This will occur during the first 5 days after the draft shell is posted. Each group will need to make sure their weekend and on-call requirements are met or Vandyworks will not allow you to submit your requested schedule.

- The first team signing up each schedule may be protected from having their schedule adjusted by the scheduler/management during the finalization process.

- CN and MR and staff hired or committed to working weekends only will continue to have a template schedule. If a staff member neglects to sign up on the draft shell by the set date, the scheduling assignment will be made for them by the scheduling team.

II. Scheduling Requirements

- Each schedule covers a 6 week period of time.

- Each staff member is required to fulfill the obligations surrounding their FTE.

- Each full time staff RN has the following requirements:
  - 4 weekend shifts per schedule (Weekend shifts for days are Saturday and Sunday, Weekend shifts for nights are Friday, Saturday, and Sunday)
  - 2 On-call shifts per 6 week period (One weekday and one weekend)
  - Staff hired/scheduled into a designated weekend position should schedule two weekday call shift every schedule if applicable.
  - Only one RN per shift should be scheduled on call (if possible)
  - An individual may choose to schedule an extra weekday or weekend shift in lieu of an on call shift. This must be done while the schedule is in draft form. (Process - schedule desired shift as on call shift during the initial scheduling window. Notify scheduler of desire to change this shift to a worked shift before the draft schedule becomes final.)

- Each full time Care Partner will have the following weekend minimum requirements:
  - 4 weekend shifts per schedule (Weekend shifts for days are Saturday and Sunday, Weekend shifts for nights are Saturday and Sunday)
  - If requirements are not met to by either RNs or CPs, adjustments will be made by management with consideration given to seniority, set schedules and approved time off.
III. Requesting Time Off

- Schedule requests must be submitted by the “request for time-off due date” in accordance with the annual scheduling calendar in electronic form through Vandyworks.

- Requests for time-off may not be made after the schedule is posted. Staff may process an electronic request through Vandyworks Trade Shift.
  
  ➢ Vacation time will only be granted if staff have accumulated the necessary amount of vacation/benefit time by the date of the requested time off.

  ➢ The length of time for any request will be a maximum of two (2) weeks.

  ➢ Vacations/requested time off will not be granted during the week or weekend of VUMC recognized holidays.

  ➢ Vacations/requested time off will not be granted during the staff member’s assigned holiday to work.

  ➢ Vacation will be granted to no more than 2 RN/shift, 1 CP/shift, and 1 MR/shift (the scheduler increases or decreases these based on vacancies, FMLA, seasonal time or if adequate staffing can be provided to support safe patient care).

  ➢ Staff will only be granted 1 POFF day per week (six total in a 6 week period).

  ➢ Exceptions to these guidelines can be made at the manager’s discretion and determined based on staffing needs and the anticipated patient volume.

IV. Holiday Scheduling

- 7 North holiday shifts are considered the same as recognized VUMC holidays.

- **Major holidays** are defined as Thanksgiving, Christmas Eve, Christmas Day, New Years Eve and New Years Day.

- **Minor holidays** are defined as Easter, Memorial Day, July 4th, and Labor Day.

- **Days and seasons** which affect scheduling, in addition to VUMC recognized holidays:

  a) Martin Luther King’s Birthday, Valentine’s Day, Good Friday, Mother’s Day, Father’s Day, Halloween (Oct 31st)

  b) Preferences for Non recognized holidays (listed above) to work/ or be off that might impact staffing are determined by a ranking form

  c) See requirement for working these days below

- **Holidays on or around a weekend**: Staff who are scheduling to work on a holiday that is on or around a weekend (such as Easter, 4th of July, Memorial Day, or Labor Day) will be off the weekend shifts (Saturday/Sunday) before the holiday or immediately following the holiday.
• For holidays that fall on a **Monday** or a **Friday** (such as Memorial day, Labor day or Fourth of July) if you are scheduled to work that holiday then you will be off that weekend (**being a Saturday or Sunday --not Friday**).

• If you are not scheduled to work that holiday then you may have to work that weekend (being Saturday and Sunday).

• Example: Labor day falls on a Monday. If you are scheduled to work Labor day then you will be off the weekend (Saturday/Sunday) before. If you are NOT working Labor day then you may have to work the weekend (Saturday/Sunday) before.

• **Requirements for holiday coverage are based on FTE**
  1. .9 staff are required to work 2 major holidays, 2 minor holidays, and 2 non-recognized holidays
  2. .75 staff are required to work 2 major holidays, 2 minor holidays, and 2 non-recognized holidays
  3. .6 staff are required to work 1 major holiday, 1 minor holiday, and 1 non-recognized holiday
  4. .3 staff are required to work 1 major holiday, 1 minor holiday, and 1 non-recognized holiday
  5. .05 staff are required to work 1 major holiday, 1 minor holiday, and 1 non-recognized holiday
  6. Templated Charge Nurses and Medical Receptionists work 2 major holidays, 2 minor holidays, and 2 non-recognized holidays

• Preferences for holidays to work/be off are determined by holiday ranking form

• Vandyworks self-scheduling windows will open for both A and B RN rotating groups at the same time during the major holiday schedules

• Major holiday assignments will be determined by mid-October
• Minor holiday and non-recognized holiday assignments will be determined by mid-January or February

• Assigned holiday shifts may be traded equally (a major holiday for a major holiday and a minor holiday for a minor holiday) with management approval only

• Vacations/requested time off will not be granted during the week/weekend of VUMC recognized holidays

• RNs and CPs will continue to initially self schedule around the major and minor holiday seasonal times/weeks. If volunteers are not sufficient to meet staffing needs a decision will be made by Management to ensure there is adequate coverage during these scheduling times by moving individuals to accommodate safe patient care.

• Exceptions to these guidelines can be made at the manager’s discretion