



mySchedule

Annual Vacation – Manager Training

mySchedule Vacation Process

- Employees will enter vacation requests in a series of rounds, each starting on a Friday morning, and closing on the following Tuesday morning
- Managers will review and approve these applications in seniority order, and then the process will repeat through five rounds
- Approved requests will be submitted to Staffing Services for entry

Vacation Rounds

- There will be five rounds, and employees can have one selection approved in each round
- Rounds can have one of three status types
 1. **Active** – These rounds are open for applications and will be the next to close
 2. **Available** – These are future rounds – open for applications, but quotas and participants may change
 3. **Closed** – These rounds are no longer accepting requests

Round Schedule

- On November 25th at 10:00am, Round 1 will become **Active**, and all other rounds will be **Available**
- This chart indicates when each round will become **Active** for employees and when it will be **Closed** for applications:

Round	Opens		Closes	
	Date	Time	Date	Time
1	Nov 25	10:00 am	Nov 27	10:00 am
2	Nov 29	10:00 am	Dec 1	10:00 am
3	Dec 3	10:00 am	Dec 5	10:00 am
4	Dec 7	10:00 am	Dec 9	10:00 am
5	Dec 11	10:00 am	Dec 13	10:00 am

Processing Schedule

- Managers will be able to begin processing 15 minutes after a round closes.
- The faster processing happens, the smoother the process will be – please attempt to have all processing complete before the next round opens

Round	Processing Opens		Processing Closes	
	Date	Time	Date	Time
1	Nov 27	10:15 am	Nov 29	09:00 am
2	Dec 1	10:15 am	Dec 3	09:00 am
3	Dec 5	10:15 am	Dec 7	09:00 am
4	Dec 9	10:15 am	Dec 11	09:00 am
5	Dec 13	10:15 am	Dec 16	09:00 am

Who Will Participate?

- Non-contract staff and casual staff are excluded
- Employees with permanent status in a department and scheduled shifts on any date between Jan 1, 2025 and Dec 31, 2025
 - This means that staff scheduled to return from leaves during 2024 will be included
 - These employees may need to update passwords to log in, or to contact managers with their requests
 - Please reach out to employees who will return from leaves during 2025 to confirm they have access and are aware of the process

Before Applications Begin

- Starting on November 13, 2024, the vacation process will be accessible to managers
- Before applications begin, managers should review the following, and make any updates necessary
 - Vacation Groups
 - Daily Quotas
 - Approver Access

Vacation Groups

- By default, everyone in one occupation type in a unit will be grouped together
- Customized groups from last year are carried over
- You can modify these groups to better reflect how annual vacation is usually booked in your areas – the deadline to edit groups is November 22, 2024.
- Employees are automatically ranked by seniority within their vacation group
- Employees who are changing positions during the vacation year may have more than one vacation group – these employees can choose to apply in one group or the other in each vacation round

Vacation Groups

- You will see the vacation groups for all units where you have manager access
- Groups can be combined to include multiple occupations/units as necessary. To combine groups in units with different managers, you may need to be delegated access to the other unit
- Combined groups can be separated, but the removed group will copy the quota of the combined group, and may need to be reviewed again

Daily Quotas

- Each vacation group will have a quota indicating the number of employees who can be approved for vacation in each calendar day
- Quotas will default to 1 per day – these are not saved from last year
- Quotas can be set for all days, time ranges, a weekly pattern, or edited for individual days
- Quotas are for the full calendar day, and will use include day, evening, and night shifts based on the calendar date at shift start.
- Quotas can be updated during the process, but will not take effect for any Active or Closed rounds

Vacation Entitlements

- In mid-October, managers will be sent an early draft version of the Estimated Vacation Entitlement report for their employees – this is just to assist with setting quotas and is not to be shared with employees
- An updated version of the report will be generated and distributed two days before applications start
 - Employees will receive their entitlements via email
 - These figures will be what is uploaded into mySchedule
 - We strongly recommend managers double-check quotas once the final report is distributed

Approver Access

- To process requests, a manager or employee must be set as an Approver for a vacation group.
- Managers are automatically set as Approvers for groups in their own units.
- Any employee – even those without Manager access, can be set as an approver.
- If an employee group is removed from a vacation group, Approvers will need to be reset

Processing Vacation Requests

- The processing screen will display the following information
 - Information about the round
 - The list of employees and the status of their requests
 - Employee contact information, banks, and comments
 - Employee requests and processing tools
- Requests are processed in seniority order – mySchedule will prevent processing out of order

Processing Vacation Requests

- There are four possible actions for employee processing
 - Approve one of the preferences
 - Apply on behalf of an employee
 - Skip an employee who did not apply
 - Deny all employee preferences
- Skipping or Denying a request removes the employee from the round entirely – only use these options when the employee will not be granted a request for this round

Processing Vacation Requests

- mySchedule will display the employee requests in order of their preferences
- The highest preference that fits within the unit quota and the employee's vacation hours will display as Recommended
- Managers can approve requests exceeding quotas and hours if necessary
- While processing, quotas will display the effect if this request is approved – a display indicating 2/2 means there is still space, while 3/2 indicates the quota is already filled
- Quotas and recommendations are only accurate for the next employee to be processed

Applying on Behalf of Employees

- Managers can submit requests on behalf of employees via the processing screen
- Requests can be submitted in Active or Closed rounds, but not in Available (future) rounds
- Applications on behalf of employees work exactly the same as the employee application process
 - You will see the same quota information as the employee
 - Requests must include a minimum of three preferences
- Just like employee requests, you can submit requests that exceed unit quotas and available vacation hours

Submitting Requests to Staffing

- After all employees in a round have been Approved, Skipped, or Denied, the round can be reviewed and submitted to Staffing
- Employees are not notified of their application results until the round is submitted
- Approved requests will appear in schedules after Staffing Services enters them into ESP
- After processing, quotas and approved hours will reflect scheduled vacation in ESP

After the Final Round

- Employees may have additional requests to submit after Round 5 is complete. These requests should be submitted directly to managers using the existing Annual Vacation Request form
- The deadline to submit these requests is 12:00 PST on December 18, 2024.
- These additional requests should be submitted to Staffing by email by December 24, 2024

Contact Us

The background of the slide features a stylized landscape. At the bottom, there are dark grey mountains with white snow-capped peaks. In the foreground, there are several green evergreen trees of varying sizes. The sky is a solid light blue, and there are several white, fluffy clouds scattered throughout the scene.

Email support can be reached at mySchedule@northernhealth.ca

Please send us:

- Questions
- Technical Problems
- Feedback about the Annual Vacation system