
mySchedule Annual Vacation - Employee FAQ

Instructions

1. How does this process work?

- There are five rounds where you can submit vacation requests, which will be considered in seniority order
 - Rounds can have three status types
 - **Active** – you can enter vacation requests in these rounds and see approved requests and pending requests from more senior employees reflected in the quota
 - **Available** – these are future rounds – you can enter requests in these rounds, but pending requests for these rounds will not be displayed
 - **Closed** – these rounds have closed for applications – you can no longer enter or change applications in these rounds

2. When can I apply?

- Please review the [Annual Vacation Submission Schedule](#) for submission dates.
- Round One will be **Active** for applications and will display pending requests from more senior employees as they are entered.
- Existing vacation dates and vacation dates approved throughout the process will also be displayed in the quota for each calendar day.

3. What happens if I don't apply for anything before the round closes?

- If you haven't applied or contacted your manager before the round closes, you have opted out of that round, and they will proceed to approvals for lower seniority employees
- If you want to apply but will not be able to enter your request, contact your manager before the round closes

4. Can I make changes to my requests?

- Requests can be edited or deleted up until the round closes. Managers can modify requests after rounds have closed.

5. What are ranked requests, and why do I have to enter three?

- Ranked requests are preferences – if the first cannot be approved, the manager will consider the second, etc. Requests can be entered or modified until the round closes.
- A minimum of three preferences are required to make it more likely the manager will be able to approve one of your requests without needing to follow up with you
- These can either be used to select variations of a similar request (example: July 1-15 or July 2-16), or significantly different preferences (example: August 10-24, or December 15-30)
- Only one request will be approved in each round
- Requests do not carry over to the next round

6. How do I apply for requests that extend into January 2024?

- Select a start date before the end of 2023 – the request must include at least one scheduled shift.
- Set an end-date extending into 2024– the system will allow requests extending several weeks into 2024.

7. What if I make a request that exceeds the quota or my vacation hours?

- A warning will be displayed indicating the issue with your request
 - The request can still be submitted, but is less likely to be approved by a manager
 - Requests displaying warnings require you to WRITE details of your request in the comment field.

8. What happens when managers approve requests?

- You will be sent an email to your preferred email account (or Northern Health, if you have not set a personal email) confirming your approval
- You will be able to see the approved dates in the Annual Vacation module
- You may not see requests in your calendar in mySchedule immediately – they will appear after Staffing Services have completed booking them into the scheduling system

9. What happens if my manager can't approve any of my requests?

- Your manager will contact you to select an alternate choice they can enter on your behalf
- If the round closes and you know your selections cannot be approved, you can also contact your manager with alternate requests

10. What if after Round Five closes, I still have vacation days remaining that I wish to submit?

- Employees with remaining days to request are to submit these using the [Annual Vacation Request Form](#) no later than **12:00pm PST on the second Wednesday of December**, in order for seniority to prevail.

Need More Help?

What do I do if I run into technical problems?

- Contact the mySchedule support team by email, at mySchedule@northernhealth.ca