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*mySchedule* - Length of Time Shifts Are Open for Applications

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**Introduction**

The amount of time you will have to apply on a shift or block is determined by the amount of time until the shift or block begins. Please see below the length of time that shifts are available to apply on:

Start Time of Vacant Shift	Time Shift is Open for Applications
Shift starts today	15 minutes
Shift starts tomorrow	30 minutes
Shift starts in 2 to 7 days	6 hours
Shift starts in 8 to 30 days	24 hours
Shift starts in 31 to 92 days	5 days

If you miss the application window, you can look to apply online (if the shift is still vacant and accepting applications) or you can call Staffing to be considered for the shift. Note that applicants who applied within the application window are processed first, unless all applicants within the window are overtime/ineligible, and the employee calling after the window is straight-time and eligible for the shift.

Please note that *mySchedule* uses calendar days, so “today” means shifts starting on this calendar day and not everything in the next 24 hours.