ShiftWizard Scheduling Guidelines

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Active Schedule Start	Active Schedule End
Open to all Staff			Closed for Balancing	Published Schedule for Staff View			
10/6/19			10/27/19	11/3/19		11/17/2019	12/28/19
11/17/19			12/8/19	12/15/19		12/29/19	2/8/20
12/29/19			1/19/20	1/26/20		2/9/20	3/21/20
2/9/20			3/1/20	3/8/20		3/22/20	5/2/20
3/22/20			4/12/20	4/19/20		5/3/20	6/13/20
5/3/20			5/24/20	5/31/20		6/14/20	7/25/20
6/14/20			7/5/20	7/12/20		7/26/20	9/5/20
7/26/20			8/16/20	8/23/20		9/6/20	10/17/20
9/6/20			9/27/20	10/4/20		10/18/20	11/28/20
10/18/20			11/8/20	11/15/20		11/29/20	1/9/21

- All team members will be assigned shifts. Self-scheduling will be available for open shifts.
- PTO must be requested in ShiftWizard by end of week 3.
- Any partial shifts or hours above your FTE are subject to Director/designee approval.
- If you are scheduled for a day that you need off, it is your responsibility to find someone to "shift swap" with you. Shift swaps should be requested in ShiftWizard for Director/designee approval within **72 hours** of the affected shift. The roles for swapping must be the same and must not lead to overtime.
- Current practice of call-outs will need to continue per policy via contacting supervisor with reason/illness symptoms.
- Upon the need to flex hours- PTO requests will need to be entered with the amount of flexed hours notated in the notes section.
- Current practice of missed punches, no lunches, etc will need to continue to be written on the time adjustment sheet during the first scheduling block (11/17 – 12/28). Thereafter all entries will be made within Shiftwizard.

- **ICONS** for Pharmacy Department:

PTO Approved	SN Skilled Nursing	Chemo
Comp Time	U Unit	IV
Notes	1	CC CC
Call Out	2	Packager
OC (Omnicell)	3	Automation Coordinator
CE Class	5	FS Floor Stock
Missed Meal	ICS ICS	Office Day
Holiday	Preceptor	Dept. Meeting
FMLA	Orientation	Not Needed (Flexing)