

# PROCEDURE

## Corewell Health East - Scheduling - Grosse Pointe, Lenox, Farmington Hills and Livonia

**This Procedure is Applicable to the following Corewell Health sites:**

\*Sites:, Corewell Health Beaumont Grosse Pointe Hospital, Corewell Health Farmington Hills Hospital

<b>Applicability Limited to:</b>	N/A
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<b>Functional Area:</b>	Clinical Operations, Laboratory
<b>Lab Department Area:</b>	Lab - General

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### 1. Purpose

- a. The purpose of this document is to provide schedulers with guidelines for writing schedules. Any exceptions to this policy are at the discretion of the Laboratory Operations Director.

### 2. Policy

- a. It is the requirement of the organization to provide at least 30 days' notice to the employee if their hours are going to change.

### 3. General Schedule Requirement

- a. The laboratory management team will determine what the required daily staffing levels are for each section. These staffing levels will be provided to the appropriate scheduler and the schedule will be written based on these staffing levels using the available staff.
- b. Each staff member will be scheduled the appropriate number of hours per pay period according to their FTE status.
- c. Dates and times of expected work shifts will be noted on the schedule.
- d. Staff will be scheduled no more than 40 hours in a calendar week (Sunday thru Saturday), avoiding overtime.
- e. Overtime will only be scheduled with the approval of the Manager or designee.
- f. The length of the schedule (4 weeks, 6 weeks, etc.) will be determined by the laboratory management team. Each scheduler will post on their most recent schedule, the last date and time that requests for time off for the next schedule will be accepted. Schedule requests will be submitted on the appropriate Time Off Request form found on The Well.
- g. These requests will be granted in the order they were received and if staffing levels and department assignment requirements permit the request to be granted.
  - i. The original copy of these requests will be kept in a secure file by the scheduler.
- h. Requests received after the cutoff date will not be honored and it will be the responsibility of the staff member to work their scheduled shift or find another staff member to work for them.
  - i. When finding another staff member to work for them, the trade must maintain proper department assignment coverage and not result in overtime in order to be approved by the scheduler

Entities will reference associated Documentation contained within this document as applicable  
Printouts of this document may be out of date and should be considered uncontrolled.

**i. Weekend Assignments**

- i. Each scheduler will determine what the weekend rotation of the staff members will be, based on staffing level and department coverage requirements.
- ii. This can be every other weekend, every third weekend, etc. and is based on the staffing needs of the department.
- iii. In the event that the schedule allows for an extra weekend off due to having more staff than required, employees will be rotated as fairly as possible (based on seniority and department coverage requirements) in getting an extra weekend off.

**j. Holiday Assignments**

- i. The laboratory management team will determine what staffing levels and department coverage assignments are required on holidays and assign staff members to teams or groups that will meet these requirements.
- ii. These teams will be assigned at least one winter and one summer holiday (more if required by the scheduler) and these teams will be rotated through the holidays from year to year on a set holiday rotation to be determined by the scheduler.
- iii. Staff members may find another staff member to work for them on a holiday as long as proper department assignment coverage is maintained and it does not result in overtime, unless approved by the Manager or designee.
- iv. If a staff member finds another staff member to work a holiday for them, the staff member originally scheduled to work the holiday has met their requirement to work that holiday.

**k. Requests for Scheduled Time Off**

- i. Requests for time off will be handled by the schedulers using the guidelines and protocols contained in the Request for Time Off policy.

**4. Revisions**

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

**5. Resources**

Corewell Health Human Resources Policy

**6. Procedure Development and Approval**

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**7. Keywords**

Not Set