

UnityPoint Health Pekin	Page 1 of 3	Section: GEN	Policy #: UPPK GEN-0641
Laboratory	Approved by:	see signature block at end of document	Date: December 18, 2018
	Date Revised:		
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CAP Standard: NA			
POLICY GUIDELINE ON: SCHEDULING IN THE LAB			

I. POLICY STATEMENT:

These scheduling guidelines will be used to meet our Road Map Priorities of providing Exceptional Care Delivery by having appropriate staffing. We will achieve an Efficient and Effective Operation by maintaining our FTEs to the budgeted hours with a Committed Team of professionals working together to cover our shifts and time off work requests.



II. PURPOSE:

The guidelines will Foster Unity by providing a consistent approach to making the schedule and communicate how request for time off will be handled.

III. GENERAL INFORMATION:

- A. When a PTO form is submitted, it is a request for time off, not a demand. The guidelines will be used to approve or deny the request.
- B. A calendar for PTO requests for the year will be posted in Suzanne’s office with the weeks of the year that are already requested. The week will be marked off as “No PTO”. At the Pekin Campus one full week PTO can be granted at a time. Single day requests

may be submitted during that week. This does not mean you would not be granted 10 days or two weeks off, but it would depend on the number of requests.

- C. Refer to the PTO calendar when making plans for time off.
- D. PTO submitted many months in advance of the dates may not be approved until 7-8 weeks prior to the request unless it involves plane tickets or reservations. Communicate special circumstances to the scheduler for early approval.
- E. Because all employees need and want time off at Christmas, no full week requests will be granted in the week before and after Christmas. Single day requests will be accepted until the schedule is at minimum staffing levels.
- F. Your scheduled weekend is set and you must trade when you need the Saturday or Sunday off. After the schedule is posted you need to switch with your coworkers for days off, if we are at minimum staffing levels.
- G. The form for switching shifts must be signed by both parties indicating they have agreed to the dates/shifts. A copy of the form will be given back to the staff to show approval of the switch. These switches should not cause overtime unless approved by the manager.
- H. The schedule will be posted at least 5 weeks in advance with the start time of the shift on the schedule so plans after or before work can be made.
- I. When openings in the schedule exist, the needs will be posted. The schedule will not be held until all slots are filled.

POLICY CREATION :		<i>Date</i>
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REVISION HISTORY (began tracking 2011)			
Rev	Description of Change	Author	Effective Date

Reviewed by

Lead	Date	Coordinator/ Manager	Date	Medical Director	Date