

**DEADLINES FOR TIME OFF REQUESTS POSTING OF TIME SCHEDULE  
(Includes all Inpatient Units, ED, Clinics, ORs, PACUs, VAT)**

2024				
Shared Scheduling: Schedules Due to Unit Base Scheduling Committee (Includes all Requests)	Shared Scheduling: Schedules Due to Manager for Approval	Areas NOT using Shared Scheduling: DEADLINE FOR TIME OFF REQUESTS	Managers/ Supervisors POSTING DEADLINE	DATES OF TIME SCHEDULES (4 week blocks)
11/8/2024	11/15/2024	11/20/2024	12/3/2024	1/2/2025 - 1/29/2025
12/6/2024	12/13/2024	12/18/2024	12/31/2024	1/30/2025 - 2/26/2025
1/3/2025	1/10/2025	1/15/2025	1/28/2025	2/27/2025 - 3/26/2025
1/31/2025	2/7/2025	2/12/2025	2/25/2025	3/27/2025 - 4/23/2025
2/28/2025	3/7/2025	3/12/2025	3/25/2025	4/24/2025 - 5/21/2025
3/28/2025	4/4/2025	4/9/2025	4/22/2025	5/22/2025 - 6/18/2025
4/25/2025	5/2/2025	5/7/2025	5/20/2025	6/19/2025 - 7/16/2025
5/23/2025	5/30/2025	6/4/2025	6/17/2025	7/17/2025 - 8/13/2025
6/20/2025	6/27/2025	7/2/2025	7/15/2025	8/14/2025 - 9/10/2025
7/18/2025	7/25/2025	7/30/2025	8/12/2025	9/11/2025 - 10/8/2025
8/15/2025	8/22/2025	8/27/2025	9/9/2025	10/9/2025 - 11/5/2025
9/12/2025	9/19/2025	9/24/2025	10/7/2025	11/6/2025 - 12/3/2025
10/10/2025	10/17/2025	10/22/2025	11/4/2025	12/4/2025 - 12/31/2025