

## 2026 Schedule Calendar

Schedule Date Ranges	PTO Requests Due	Per Diem Availability Due	Open Shift Requests Available	Final Schedule Posted
12/28/25 - 01/24/26	11/28/25	12/02/25	12/03/25	12/12/25
01/25/26 - 02/21/26	12/26/25	12/30/25	12/31/25	01/09/26
02/22/26 - 03/21/26	01/23/26	01/27/26	01/28/26	02/06/26
03/22/26 - 04/18/26	02/20/26	02/24/26	02/25/26	03/06/26
04/19/26 - 05-16/26	03/20/26	03/24/26	03/25/26	04/03/26
05/17/26 - 06/13/26	04/17/26	04/21/26	04/22/26	05/01/26
06/14/26 - 07/11/26	05/15/26	05/19/26	05/20/26	05/29/26
07/12/26 - 08/08/26	06/12/26	06/16/26	06/17/26	06/26/26
08/09/26 - 09/05/26	07/10/26	07/14/26	07/15/26	07/24/26
09/06/26 - 10/03/26	08/07/26	08/11/26	08/12/26	08/21/26
10/04/26 - 10/31/26	09/04/26	09/08/26	09/09/26	09/18/26
11/01/26 - 11/28/26	10/02/26	10/06/26	10/07/26	10/16/26
11/29/26 - 12/26/26	10/30/26	11/03/26	11/04/26	11/13/26
12/27/26 - 01/23/27	11/27/26	12/01/26	12/02/26	12/11/26

### Scheduling Rules with Symplr per WSNA contract 5/21/25:

- Work schedules will be issued every 4 weeks and cover a 4-week scheduling period
  - The official schedule will be posted no less than 16 days before the start of the scheduling period
- Regular full time and part time nurses may request open non-premium shifts starting 25 days prior to the first day of the scheduling period
  - All extra shifts are subject to approval by management or their designee
- Per diem availability is due 26 days in advance of the first day of the scheduling period
  - 25 days prior to the start of the scheduling period, per diem nurses will be scheduled for ½ of their shift requirements
  - 22 days prior to the start of the scheduling period, per diem nurses will be scheduled for their remaining non-premium shifts
    - ♣ Management shall approve or deny any non-premium shift requests by the time the schedule is released, or within 7 days of the request (whichever is later)
- Shift trades and shift pick-ups may be submitted up to 3 months in advance, nurses shall be notified within 21 days if their request is granted or denied
- PTO requests (and cancellations) are due 30 days in advance of the first day of the scheduling period
  - Approval/denial will be granted within 21 days of request
  - Requests are granted based on the date the request was submitted, then seniority
  - PTO may be submitted for any amount of time, if there is or will be sufficient PTO balance at time of use (plus 3 unpaid personal days annually)