

Mercy Hospital

Scheduling period open to staff	FT/PT/Per Diem staff able to schedule on:	Schedule closes for PTO submission	Closed for Manager Balancing	Scheduling Teams complete by	Post Final Schedule	Schedule Start Date
10/15/23 - 11/25/23	08/27/23 - 09/08/23	09/08/23	09/09/23	09/20/23	09/22/23	10/15/23
11/26/23 - 01/06/24	10/08/23 - 10/20/23	10/20/23	10/21/23	11/01/23	11/03/23	11/26/23
01/07/24 - 02/17/24	11/19/23 - 12/01/23	12/01/23	12/02/23	12/13/23	12/15/23	01/07/24
02/18/24 - 03/30/24	12/31/23 - 01/12/24	01/12/24	01/13/24	01/24/24	01/26/24	02/18/24
03/31/24 - 05/11/24	02/11/24 - 02/23/24	02/23/24	02/24/24	03/06/24	03/08/24	03/31/24
05/12/24 - 06/22/24	03/24/24 - 04/05/24	04/05/24	04/06/24	04/17/24	04/19/24	05/12/24
06/23/24 - 08/03/24	05/05/24 - 05/17/24	05/17/24	05/18/24	05/29/24	05/31/24	06/23/24
08/04/24 - 09/14/24	06/16/24 - 06/28/24	06/28/24	06/29/24	07/10/24	07/12/24	08/04/24
09/15/24 - 10/26/24	07/28/24 - 08/09/24	08/09/24	08/10/24	08/21/24	08/23/24	09/15/24
10/27/24 - 12/07/24	09/08/24 - 09/20/24	09/20/24	09/21/24	10/02/24	10/04/24	10/27/24
12/08/24 - 01/18/25	10/20/24 - 11/01/24	11/01/24	11/02/24	11/13/24	11/15/24	12/08/24
01/19/25 - 03/01/25	12/01/24 - 12/13/24	12/13/24	12/14/24	12/25/24	12/27/24	01/19/25

Team Scheduling: Schedule will open to the appropriate staff at 0001 and close at 2359
Scheduling Teams will complete the schedule balancing by 12:00p on the Wednesday prior to posting the schedule for the scheduling needs of the Float Pool unit