

2025 / 2026 Scheduling Timelines – Inpatient / Outpatient

Scheduling Period	Requests Due	Posting Date
January 27/25 – March 9/25	December 27/24	January 10/25
March 10/25 – April 20/25	February 7/25	February 21/25
April 21/25 – June 15/25	March 21/25	April 4/25
June 16/25 – September 7/25	May 16/25	May 30/25
September 8/25 – October 19/25	August 8//25	August 22/25
October 20/25 – November 30/25	September 19/25	October 3/25
December 1/25 – January 25/26	October 15/25	November 15/25
January 26/26 – March 8/26	December 26/25	January 9/26
March 9/26 – April 19/26	February 6/26	February 20/26
April 20/26 – June 14/26	March 20/26	April 3/26

ONA:

Beck Period	Submission Due	
April 21/25 to October 19/25	February 15/25	
October 20/25 to April 19/26	September 15/25	
Bi-annual Request Period	Submission Due	Response Due
May 1 to October 31	February 15	March 31
November 1 to April 30	August 15	September 30

- If denied please re-submit for the scheduling period request.
- Prime time vacation period is June 15 to September 15.
- The maximum number of vacation days that may be granted to any employee during prime time shall be no more than sixty percent (60%) of their annual entitlement.
- Employees may cancel vacation with a minimum of 14 days' notice prior to posting of the schedule.
- Departments operating less than 7 days / week: requests for whole week will take precedent over single day requests
- Departments operating 24/7: requests for 2 or more consecutive shifts will take precedent over single day requests
- Vacation time must be accrued before it can be taken.

**Please refer to your local collective agreement for further details*

CUPE:

Bi-annual Request Period	Submission Due	Response Due
May 1 to October 31	February 15	March 31
November 1 to April 30	August 15	September 30

- Vacation requests will be re-visited prior to schedule posting.
- Vacation time must be accrued before it can be taken.

**Please refer to your local collective agreement for further details.*