

2026 - 2027 Scheduling Timelines – Inpatient / Outpatient

Scheduling Period	Requests Due	Posting Date
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
June 15/26 – September 6/26	May 15/26	May 29/26
September 7/26 – October 18/26	August 7/26	August 21/26
October 19/26 – November 29/26	September 18/26	October 2/26
November 30/26 – January 24/27	October 15/26	November 15/26
January 25/27 – March 7/27	December 25/26	January 8/27
March 8/27 – April 18/27	February 5/27	February 19/27
April 19/27 – June 13/27	March 19/27	April 2/27

ONA:

Beck Period	Submission Due	
April 20/26 to October 18/26	February 15/26	
October 19/26 to April 18/27	September 15/26	
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.*