

QGenda Scheduling Requests – Nurse Midwifery Division

Dec 17, 2014

Vacation, Scheduled Sick, and Professional Leave Requests

- 1) Submit requests in Qgenda
- 2) Approvals will only be given up to 120 days out for vacation and scheduled sick leave
 - a. If the schedule is already published for your requested vacation, schedule sick, or professional leave date(s), the scheduled nurse-midwife is responsible for securing coverage via a swap
- 3) Once approved the nurse-midwife is to request time off in Peoplesoft
- 4) Current leave accrual rates will remain the same as documented in Peoplesoft

Other day off requests (request off)

- 1) Submit in Qgenda as “morning off” and/or “afternoon off” under the requests tab
- 2) There is no guarantee of receiving these days until **noted in a published schedule**
- 3) Requests submitted will be approved as possible

Centering

- 1) **Once assigned to a group, the CNM will request all group sessions through the Qgenda request tab**
- 2) CNM is responsible to “swap” as needed

Schedule Publication

- 1) 8 week schedules will be published 4 weeks in advance of schedule start date

Swaps

- 1) ALL swap requests should be made within Qgenda via the swap mechanism
- 2) It is the responsibility of the **originally scheduled** nurse-midwife to ensure coverage.
- 3) Swap requests received from another nurse-midwife should be answered in Qgenda within 3 business days
- 4) Denise will then approve within 3 business days of her receipt