

**DEADLINES FOR TIME OFF REQUESTS POSTING OF TIME SCHEDULE  
(Includes all Inpatient Units, ED, Clinics, ORs, PACUs, VAT)**

<b>2025</b>				
Shared Scheduling: Schedules Due to Unit Base Scheduling Committee (Includes all Requests)	Shared Scheduling: Schedules Due to Manager for Approval	Areas NOT using Shared Scheduling: DEADLINE FOR TIME OFF REQUESTS	Managers/ Supervisors POSTING DEADLINE	DATES OF TIME SCHEDULES (2 week blocks)
11/9/2024	11/16/2024	11/20/2024	12/3/2024	1/2/2025 - 1/15/2025
11/23/2024	11/30/2024	12/4/2024	12/17/2024	1/16/2025 - 1/29/2025
12/7/2024	12/14/2024	12/18/2024	12/31/2024	1/30/2025 - 2/12/2025
12/21/2024	12/28/2024	1/1/2025	1/14/2025	2/13/2025 - 2/26/2025
1/4/2025	1/11/2025	1/15/2025	1/28/2025	2/27/2025 - 3/12/2025
1/18/2025	1/25/2025	1/29/2025	2/11/2025	3/13/2025 - 3/26/2025
2/1/2025	2/8/2025	2/12/2025	2/25/2025	3/27/2025 - 4/9/2025
2/15/2025	2/22/2025	2/26/2025	3/11/2025	4/10/2025 - 4/23/2025
3/1/2025	3/8/2025	3/12/2025	3/25/2025	4/24/2025 - 5/7/2025
3/15/2025	3/22/2025	3/26/2025	4/8/2025	5/8/2025 - 5/21/2025
3/29/2025	4/5/2025	4/9/2025	4/22/2025	5/22/2025 - 6/4/2025
4/12/2025	4/19/2025	4/23/2025	5/6/2025	6/5/2025 - 6/18/2025
4/26/2025	5/3/2025	5/7/2025	5/20/2025	6/19/2025 - 7/2/2025
5/10/2025	5/17/2025	5/21/2025	6/3/2025	7/3/2025 - 7/16/2025
5/24/2025	5/31/2025	6/4/2025	6/17/2025	7/17/2025 - 7/30/2025
6/7/2025	6/14/2025	6/18/2025	7/1/2025	7/31/2025 - 8/13/2025
6/21/2025	6/28/2025	7/2/2025	7/15/2025	8/14/2025 - 8/27/2025
7/5/2025	7/12/2025	7/16/2025	7/29/2025	8/28/2025 - 9/10/2025
7/19/2025	7/26/2025	7/30/2025	8/12/2025	9/11/2025 - 9/24/2025
8/2/2025	8/9/2025	8/13/2025	8/26/2025	9/25/2025 - 10/8/2025
8/16/2025	8/23/2025	8/27/2025	9/9/2025	10/9/2025 - 10/22/2025
8/30/2025	9/6/2025	9/10/2025	9/23/2025	10/23/2025 - 11/5/2025
9/13/2025	9/20/2025	9/24/2025	10/7/2025	11/6/2025 - 11/19/2025
9/27/2025	10/4/2025	10/8/2025	10/21/2025	11/20/2025 - 12/3/2025
10/11/2025	10/18/2025	10/22/2025	11/4/2025	12/4/2025 - 12/17/2025
10/25/2025	11/1/2025	11/5/2025	11/18/2025	12/18/2025 - 12/31/2025