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