

Your  
Hospital's  
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# MEDICAL GERIATRIC / STROKE UNIT - SCHEDULING WORKSHEET -

**TO ALL RN STAFF:** Please note change in scheduling method, so 7 East / 7 South's needs are met.

**GUIDELINES:**

- [1] Write all requests in *pencil*.
- [2] DO NOT make any changes to anyone else's request.
- [3] DO NOT make any request on the 5th line if there are needs in the 1st six slots, with the exception of your weekend commitment.
- [4] Seek exchanges where necessary.
- [5] DO NOT request overtime here.
- [6] There must be at least one senior nurse on each scheduled shift.
- [7] DO NOT remove from BULLETIN BOARD.

*FT / PT & Per Diem: Complete Schedule*

SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#	SUN	MON	TUE	WED	THU	FRI	SAT	OVERTIME Requests in this Column
1								
2								
3								
4								
Total								
5								

#	SUN	MON	TUE	WED	THU	FRI	SAT	
1								
2								
3								
4								
Total								
5								

#	SUN	MON	TUE	WED	THU	FRI	SAT	VACATION Requests in this Column
1								
2								
3								
4								
Total								
5								

#	SUN	MON	TUE	WED	THU	FRI	SAT	
1								
2								
3								
4								
Total								
5								

PER DIEM Availability ONLY: for all shifts you're available for in addition to your current schedule		