


 <b>Stanford</b> Children's Health 	<b>Approval Date:</b> February 2017	<b>Last Revision Date:</b> February 2017
	<b>Approved by:</b>  	
<b>Departments Affected:</b> All Departments		
<b>Personnel:</b>	<b>Page 1 of 2</b>	
<b>Name of Policy:</b> Staffing; Nursing Scheduling		

**I. POLICY STATEMENT**





All members of the patient care team will be scheduled according to these written guidelines.

**II. PROCESS**

- A. Each Patient Care Manager will determine the minimum and maximum staffing levels for his/her unit/s.
- B. Requests for days off will be granted to all staff members in accordance with the following:
  - 1. Pre-approved vacations
  - 2. Pre-approved education days
  - 3. Unit Needs (including specialty roles)
  - 4. Requested days by seniority
  - 5. Requested regular, PTO, or education days off
- C. Weekend Requests – Follow contract.
- D. In the event that minimum staffing levels cannot be met for a weekend shift, staff will be asked to voluntarily trade weekend shifts or to work an extra weekend shift. If there are no volunteers, the staff member with the least seniority may be scheduled for greater than four (4) weekend shifts per schedule. (For CRONA Nurses Consecutive Weekend Pay will be paid per contract.)
- E. Requests for Time off
  - 1. Patient care staff may request a schedule on a monthly scheduling planner; however, no request for a schedule may be considered granted until the final monthly schedule is posted.
  - 2. Requests received after the schedule cutoff date will receive consideration ONLY after all other requests have been granted.
- F. Work Schedules
  - 1. The employer will use its best efforts to ensure that patient care staff working twelve (12) hour shifts will not be scheduled for more than three (3) consecutive days, unless requested by the employee and the request does not result in a premium pay situation.
  - 2. Patient care staff working twelve (12) hour shifts - no more than three (3) twelve (12) hour shifts will be scheduled in any 40 hour work week (Sunday through Saturday).
  - 3. The employer will use its best efforts to ensure that patient care staff working eight (8) hour shifts will not be scheduled for more than five (5) consecutive days, unless requested by the employee and the request does not result in a premium pay situation.
  - 4. Patient care staff will not be scheduled to work above their commitment, except at their request and according to the needs of the unit. The Patient Care Manager or designee will approve and identify these shifts on the monthly schedule as "OSC" (over scheduled commitment).

**III. DOCUMENT INFORMATION**

- A. References

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<b>Name of Policy:</b> Staffing: Nursing Scheduling		

Reference	Level of Evidence	Review Date
CRONA Contract: Agreement between LPCH and CRONA		

- B. Author/Original Date  
Staffing Office Implementation Team, 8/94
- C. Distribution and Training Requirements  
This policy resides in the Patient Care Manual of Lucile Packard Children's Hospital Stanford.
- D. Review and Renewal Requirements  
This policy will be reviewed and/or revised every three years or as required by change of law or practice.
- E. Review and Revision History  
12/95, 4/98, 2/01, 05/04, 6/04, 5/08  
Nurse Practice Committee, 5/08, 2/17  
T. Bates, 8/12  
V. Batis, 10/15
- F. Approvals  
Policy Review Committee, 6/08, 8/12, 10/15, 2/17

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