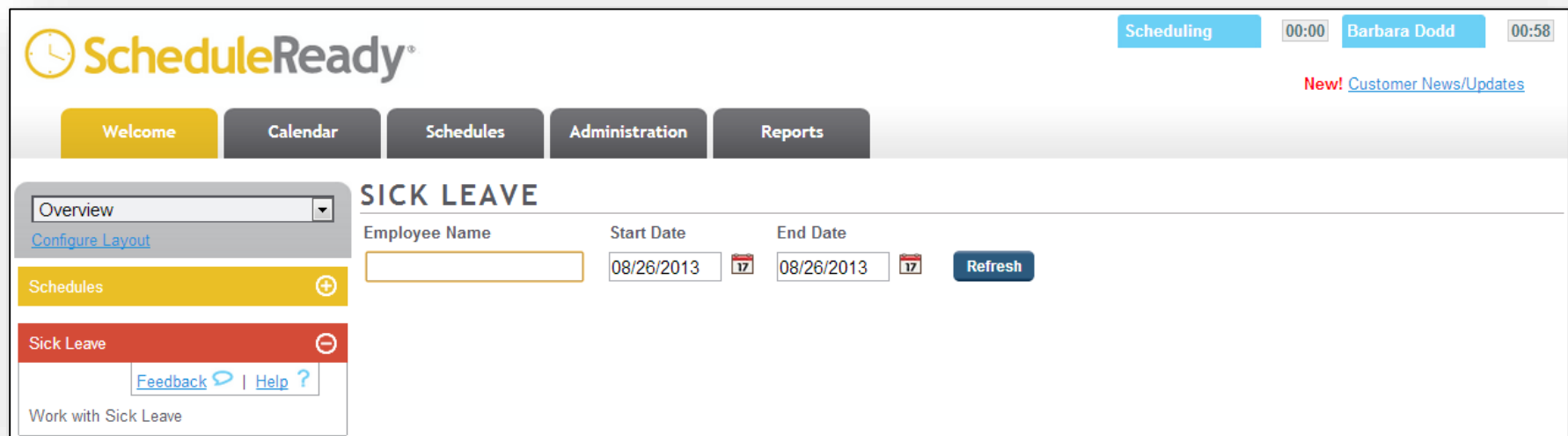
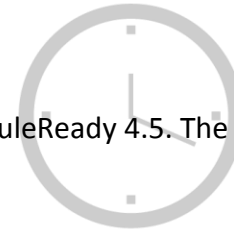


Welcome Tab Sick Leave Minibar

This reference guide provides a comprehensive overview of the Sick Leave minibar within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- ⌚ Enter a sick leave for an employee
- ⌚ Unassign the sick employee's shift(s)
- ⌚ Assign the sick employee's shift(s)



The screenshot shows the ScheduleReady interface with the 'SICK LEAVE' minibar expanded. The top navigation bar includes 'Welcome', 'Calendar', 'Schedules', 'Administration', and 'Reports'. The 'SICK LEAVE' section contains a search form with fields for 'Employee Name', 'Start Date' (08/26/2013), and 'End Date' (08/26/2013), along with a 'Refresh' button. A sidebar on the left shows 'Overview', 'Schedules', and 'Sick Leave' (selected), with 'Feedback' and 'Help' links below. The top right corner displays 'Scheduling', '00:00', 'Barbara Dodd', and '00:58'.



Enter Sick Leave for an Employee

The **Sick Leave** minibar serves as a quick entry tool when staff will be absent due to illness or other unplanned events.

Enter Sick Leave for an Employee

1. In the **Employee Name** box, type the name of the employee you wish to enter sick leave for.

After a few characters, you can select the employee from a list.

Overview
Configure Layout

Schedules
Sick Leave

Feedback | Help ?

Work with Sick Leave

SICK LEAVE

Employee Name: Brian C
Start Date: 08/26/2013
End Date: 08/26/2013
Refresh

Brian Condon
Brian Curtis

2. In the **Start Date** and **End Date** boxes, select the beginning and ending dates of the sick leave from the calendar date picker.



Click **Refresh**

The assigned shifts for the employee for that period of time will display in the **Employee Shifts** table.

Scheduling 00:00 Barbara Dodd 00:57
New! Customer News/Updates

Overview
Configure Layout

Schedules
Sick Leave

Feedback | Help ?

Work with Sick Leave

Leave Requests (Central Lab)

Shift Trades (Central Lab)

SICK LEAVE

Employee Name: Brian Curtis
Start Date: 08/26/2013
End Date: 08/29/2013
Refresh

Employee Id: BCurtis
Department Id: Medical Center

Manage Shifts | Unassign All Shifts

EMPLOYEE SHIFTS

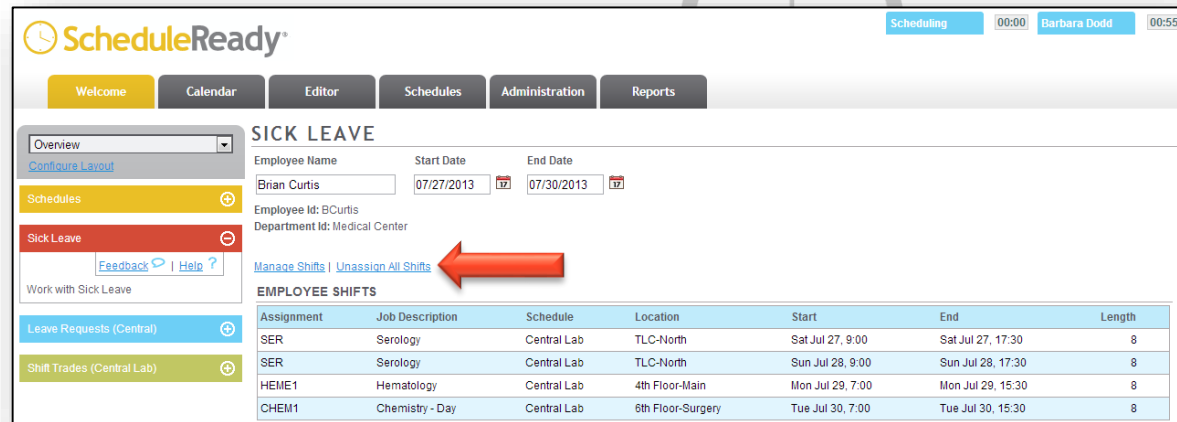
Assignment	Shift Time	Location	Job Description	Schedule
TITER	Mon Aug 26, 6:00 - 14:30	North Campus	OR North	Central Lab
FLOAT1	Wed Aug 28, 7:00 - 15:30	5th Floor-North	Float - Day	Central Lab
FLOAT1	Thu Aug 29, 7:00 - 15:30	5th Floor-North	Float - Day	Central Lab

Unassign the Sick Employee's Shifts

Once you have entered sick leave for an employee, you can either [unassign or manage shifts](#). The sick leave is recorded for the dates entered into the ScheduleReady leave management system under the leave code your organization designates for sickness or unplanned time off.

Unassign All Shifts

- Click [Unassign All Shifts](#) to move all the assigned shifts to the **Unassigned Shifts** line in the schedule editor of the **Schedules** tab.



SICK LEAVE

Employee Name: Brian Curtis Start Date: 07/27/2013 End Date: 07/30/2013

Employee Id: BCurtis
Department Id: Medical Center



[Manage Shifts](#) | [Unassign All Shifts](#)

EMPLOYEE SHIFTS

Assignment	Job Description	Schedule	Location	Start	End	Length
SER	Serology	Central Lab	TLC-North	Sat Jul 27, 9:00	Sat Jul 27, 17:30	8
SER	Serology	Central Lab	TLC-North	Sun Jul 28, 9:00	Sun Jul 28, 17:30	8
HEME1	Hematology	Central Lab	4th Floor-Main	Mon Jul 29, 7:00	Mon Jul 29, 15:30	8
CHEM1	Chemistry - Day	Central Lab	6th Floor-Surgery	Tue Jul 30, 7:00	Tue Jul 30, 15:30	8



Shifts in the **Sick Shift** table appear in the **Manage Shifts** window with icons that provide a visual representation of the status of the shifts. The following legend defines the meaning of each icon:

-  The currently active shift
-  The shift has been reassigned

Unassign Individual Shifts

1. Click [Manage Shifts](#)
2. Click [Unassign](#) to move the active shift to the **Unassigned Shifts** line of the schedule editor.
3. Click **Next>** to select a different shift to unassign.
4. Click **Go To Summary >>** to advance to the **Summary** menu.


MANAGE SHIFTS X

Next >
Go to Summary >>

MANAGE SHIFTS

Sick Employee: Jack Wegner

SICK SHIFTS

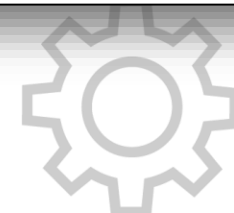
Status	Assignment	Shift Time	Location	Job Description	Schedule	
	SER	Mon Aug 26, 9:00 - 17:30	TLC-North	Serology	Central Lab	Unassign
	BB2	Tue Aug 27, 14:00 - 22:30	5th Floor-West	Blood Bank - Evening	Central Lab	
	CHEM2	Wed Aug 28, 14:00 - 22:30	5th Floor-South	Chemistry - Evening	Central Lab	

QUALIFIED FILL-IN EMPLOYEES

Name	Phone Number	Worker Status	Total Hours	Before	After	
Elizabeth Bruch	1-(509)1001001 x0	BBam (7:00 - 12:00) BBam (13:00 - 15:30)	36	7.5	10.0	Assign Shift
Allison McAlister	1-(509)1001001 x0	BB2 (14:00 - 22:30)	40	56.0	61.0	Assign Shift
Joseph Gonzalez	1-(509)1001001 x0	Not Working	40	32.0	40.0	Assign Shift
Mary Taylor	1-(509)1001001 x0	N1 (21:00 - 5:30)	40	24.0	32.0	Assign Shift

[Show Unqualified Employees](#)

< Pre
Go to Summary >>

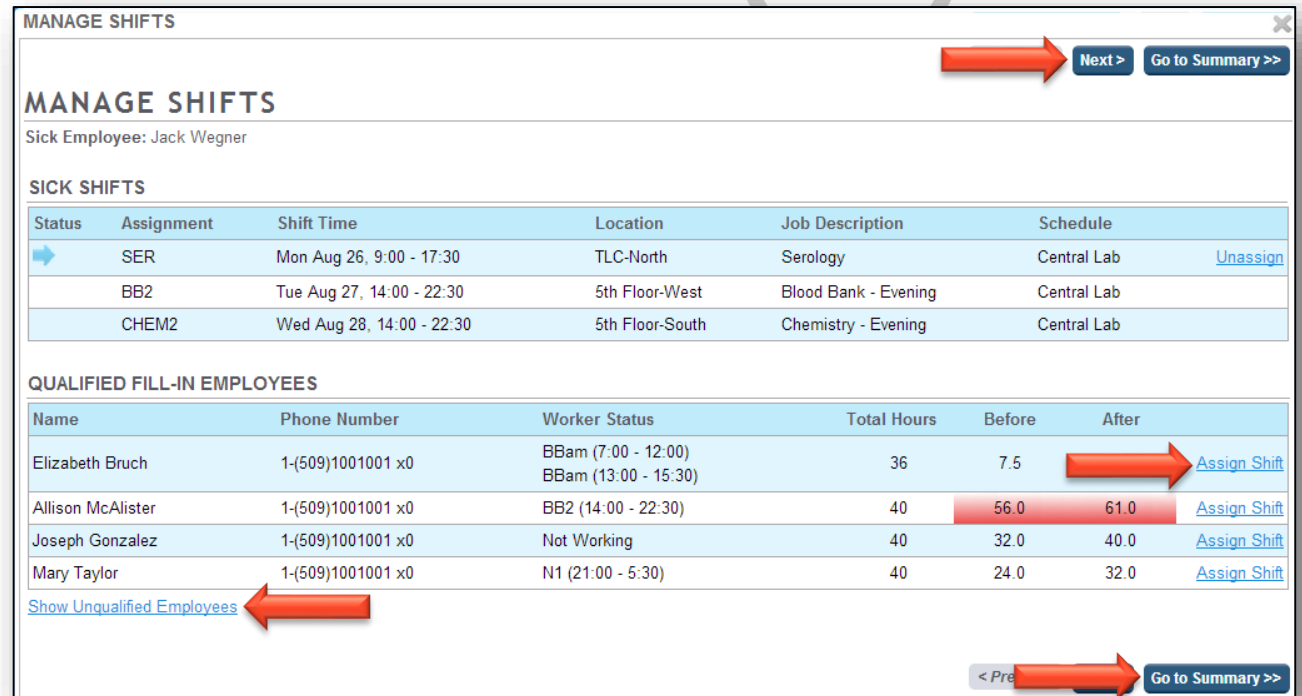


Assign the Sick Employee's Shifts

When you opt to manage shifts, the **Manage Shifts** window and the **Shift Information** (with the shifts currently assigned to the sick employee displayed) and **Qualified Employees** tables launch so you can assign the shifts to other employees. The **Qualified Employees** table contains information about each employee (phone number, availability, and if overtime would occur) to assist your decision about assigning the shift,

Assign Shifts

1. Click [Manage Shifts](#).
2. To make a different shift active, click **Next >**.
3. If you want more employees to choose from for the shift, click [Show Unqualified Employees](#).
4. In the row for the employee you want to assign the active shift to, click [Assign Shift](#).
5. Click **Go To Summary >>** to advance to the **Summary** menu.
6. Click **Finish** once you have assigned all the shifts within the **Shift Information** table.



The screenshot displays the 'MANAGE SHIFTS' interface. At the top, there are buttons for 'Next >' and 'Go to Summary >>'. Below this, the 'SICK SHIFTS' table lists three shifts assigned to Jack Wegner. The 'QUALIFIED FILL-IN EMPLOYEES' table lists four employees with their phone numbers, worker status, total hours, and before/after hours. Red arrows point to the 'Next >' button, the 'Assign Shift' link for Allison McAlister, the 'Show Unqualified Employees' link, and the 'Go to Summary >>' button.

Status	Assignment	Shift Time	Location	Job Description	Schedule	
➔	SER	Mon Aug 26, 9:00 - 17:30	TLC-North	Serology	Central Lab	Unassign
	BB2	Tue Aug 27, 14:00 - 22:30	5th Floor-West	Blood Bank - Evening	Central Lab	
	CHEM2	Wed Aug 28, 14:00 - 22:30	5th Floor-South	Chemistry - Evening	Central Lab	

Name	Phone Number	Worker Status	Total Hours	Before	After	
Elizabeth Bruch	1-(509)1001001 x0	BBam (7:00 - 12:00) BBam (13:00 - 15:30)	36	7.5		Assign Shift
Allison McAlister	1-(509)1001001 x0	BB2 (14:00 - 22:30)	40	56.0	61.0	Assign Shift
Joseph Gonzalez	1-(509)1001001 x0	Not Working	40	32.0	40.0	Assign Shift
Mary Taylor	1-(509)1001001 x0	N1 (21:00 - 5:30)	40	24.0	32.0	Assign Shift

Conflicting Shift Assignments

If you assign a shift to an employee that conflicts with an existing shift assignment, the **Edit Assigned Shift** window will open.

The **Sick Shift Detail** area displays information for the shift you are attempting to assign to the fill-in employee.

The **Fill-In Employees' Current Shift(s)** area displays information about the shift already assigned to the fill-in employee.

On the **Shift Actions** menu, you have three choices:

- Keep the shift assigned to the employee
- Unassign shift
- Assign the shift to another employee

You can either make a selection and then click **Save Changes**

Or

Click **Cancel**

QUALIFIED FILL-IN EMPLOYEES					
Name	Phone Number	Worker Status	Total Hours	Before	After
James Gardner	1-(509)1001001 x0	AUTO (6:00 - 14:30)	40	32.0	Assign Shift
Elizabeth Bruch	1-(509)1001001 x0	Leave (PTO)	36	7.5	15.5 Assign Shift
Jim Rodgers	1-(509)1001001 x0	Leave (FMLA)	40	16.0	24.0 Assign Shift

Manage Fill-In Employee

Restricted Shifts (0)

Leave In Range (0)

MANAGE FILL-IN EMPLOYEE

SICK SHIFT DETAIL

Location: 5th Floor-West Job Description: Blood Bank - Evening Schedule: Central Lab

Jack Wegner

Tue, Aug 27
BB2 (14:00 - 22:30)

→

Angela Reed

Tue, Aug 27
CHEM1 (7:00 - 15:30)

Conflicts

Angela Reed: The employee is already working the CHEM1 shift during an overlapping time.

FILL-IN EMPLOYEE'S CURRENT SHIFT(S)

Assignment	Shift Time	Location	Job Description	Schedule
CHEM1	Tue Aug 27, 7:00 - 15:30	6th Floor-Surgery	Chemistry - Day	Central Lab

SHIFT ACTIONS

Keep shift(s) assigned to Angela Reed

Unassign shift(s)

Assign shift(s) to