



SCHOOL OF MEDICINE

Department of Anesthesiology

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

POLICY: Scheduling Policy

Revised November 1, 2018

PURPOSE

This Department of Anesthesiology's Scheduling Policy sets forth the guidelines in which faculty (Certified Registered Nurse Anesthetist and Certified Anesthesiologist Assistant) are scheduled by the department.

SCOPE/PERSONNEL

APP's employed by the department of anesthesiology who work in the clinical areas of the University of Colorado Hospital.

PROCEDURE/POLICY

1. Staff members are scheduled for their FTE based on a 40 hour work week by the department's scheduler.
2. Staff members are able to schedule their allotted vacation time per their contract. Vacation time accrues at the rate of 14.67 hours per month for 1.0 FTE, others are prorated appropriate to their FTE. The university allows vacation to accrue to a maximum of 44 days (352 hours) and is evaluated July 1 each year. Please see Policy 11E: Leave Policies for Officers, Exempt Professionals, and Faculty Section 1.
3. Sick leave may be scheduled per the same university policy section 2b. Per the policy, employees are limited to the scheduled use of five days of accrued sick leave per year for personal medical or dental appointments or to care for members of their immediate family who are ill or to take an immediate family member to a medical appointment. Sick time is scheduled as an eight hour work day.
4. No more than 11 APP's are allowed to utilize vacation/sick/CEU time per day. This number may increase or decrease as able based on the OR staffing needs.
5. Each 1.0 FTE receives 5 (8 hour) CEU days per year and is prorated based on their FTE. These days do not accumulate each year and must be taken by July 1 or they are forfeited.
6. APP's are allowed to take no more than two scheduled work weeks cumulative (vacation, sick, or CEU days) throughout the summer months (June 1-August 31).
7. CEU time is scheduled as eight hour day and may be utilized Sunday-Saturday. Two CEU days may be used as travel days in conjunction with the scheduled conference for those conferences that are out of state.
8. Prime time weeks are scheduled utilizing guidelines set in conjunction with the APP scheduler, group directors, and scheduling committee.
 - a. These weeks are as follows: Thanksgiving, Christmas, New Years, and the spring break time as scheduled by local schools.
 - b. Staff do not have to utilize vacation for the entire week if they do not want the entire week off.
9. Staff members will be on staff at least 3 months before being scheduled for an off shift (nights, weekend, and holiday's). The staff member can choose to pick up or trade for an off shift but should not be scheduled as such.

10. Each staff member is allowed to request no more than 2 long weekends each month without utilizing vacation time. This includes Thursday-Sunday, Friday-Monday, Saturday-Tuesday, etc. This does not change based on FTE on shifts usually worked.
11. Seniority Benefits-apply to time employed with the department, we will try to not schedule:
 - a. 10 years- no overnight shifts
 - b. 15 years- no minor holidays (if the ORs are only staffing the C1a/p shifts)
 - c. 18 years- no weekend shifts
12. Those 55 years or older will not be expected to work overnight shifts.
13. Holiday weekends may be extended using a standard day off every other holiday. To utilize extended holiday weekend more often than this, vacation time must be utilized.
14. When requesting a schedule (straight nights, straight call, etc) we ask you to commit to this schedule for 6 months.
15. Summer scheduling 2019 will open 0600 MST Saturday October 13th to full week requests only. Please see "Request Policies" under the Qgenda Help column of the Qgenda home page.

