

You can request specific types of time off and shift swaps that meet certain criteria in Employee Self Service:

- [Time Off Requests](#)
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► Time Off Requests

The following options are available for you to select when requesting time off in Employee Self Service:

- Banked overtime taken
- Citizenship
- Family medical appointment
- Paid leave conference meeting
- Personal medical appointment
- Stat taken
- Vacation not selected through defined vacation planning processes

Managers use Manager Self Service (MSS) functionality to review and approve these requests. The manager or a delegate must notify the timekeeper when requests for time off are approved.

For all other requests for time off – for example, leave of absence – the request and approval take place outside of ESP Self Service. If you're unsure of the process to follow, talk to your manager or scheduler.

► Shift Swap Requests

When requesting shift swaps in Employee Self Service, they must meet the following criteria:

- The swap takes place within the same unit/department
- Swapped shifts are of equal length
- One shift is being swapped per request. Multiple requests can be made as needed.
- The swap does not create an overlap in your subsequent shifts (e.g. 15-minute overlap between night and day shift)

Shift swaps outside of these criteria must be coordinated with the manager.

To arrange a straightforward shift swap, one employee identifies the proposed swap in ESS and the other employee views and responds to this in ESS. Once both employees agree to a shift swap, the request is submitted and appears in Manager Self Service for review and approval.

See the [Workforce ESP Support](#) page, on the Shared Health Internet, for step-by-step instructions on requesting and approving time off and shift swaps.