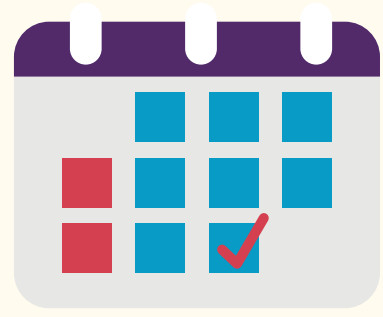


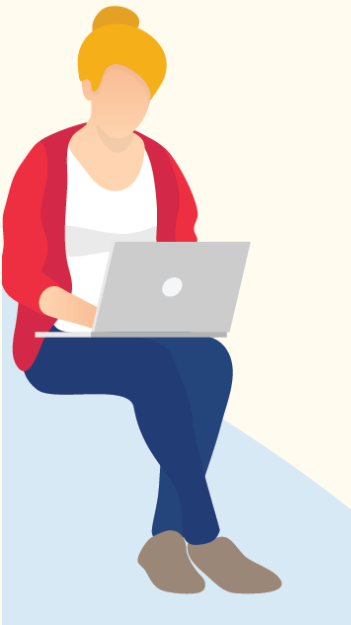
TO SUBMIT VACATION REQUESTS IN ANDGO, FOLLOW THESE STEPS:

Step 1

GET YOUR ESTIMATES AND SCHEDULE



Ask your leader for your estimated vacation entitlements for 2022 before Round 1 begins then sign in to MySchedule (<https://andgo.phcnet.ca/>) where you can also see your schedule and vacation estimates.



Step 2

PLAN YOUR 2022 VACATION

Take some time to plan your time off this year. Talk to your colleagues, especially those senior to you, about their vacation plans and around peak times like Christmas and summer, to avoid disappointment.

Step 3

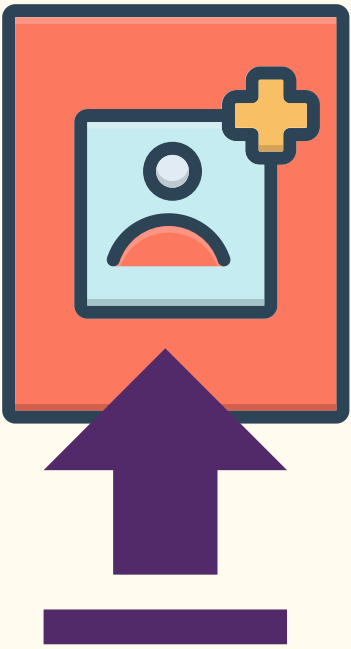
CREATE YOUR VACATION REQUESTS

When rounds open, make and rank your choices directly in MySchedule.

Step 4

SUBMIT YOUR RANKED REQUESTS

Submit your ranked requests and check your email regularly. You will receive notifications when other requests have been made by more senior employees that impact your choices (where quotas have likely been reached), allowing you to add more requests to your submission.



Step 5

NOTIFICATION OF APPROVALS

Once the round closes, receive an automatic email notification of your approved or denied requests. If denied in Round 1, you can submit more choices in Round 1B (Alternate Round).

