

## Owens, Cheryl

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**From:** Sarnatora, Marilyn  
**Sent:** Monday, May 13, 2013 11:15 AM  
**To:** Owens, Cheryl  
**Subject:** FW: schedule

This is an example of scheduling. M

-----Original Message-----

**From:** Ferreira, Pauliane  
**Sent:** Saturday, May 04, 2013 1:55 AM  
**To:** Aboubakr, Sarah; Sarnatora, Marilyn  
**Subject:** RE: schedule

Hello!! I just wanted to give you the dates I'm available to work this month:

May - 09, 10, 13, 14, 15, 27, 28, 29, 30 June - 2

I'm flexible to work any shift depending on the day, just let me know.

(I got a bad schedule from my other job for this month but will try to be more available on the weekends for next month)

Thanks!! ;)

Pauliane Ferreira

## Sarnatora, Marilyn

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**From:** Ferreira, Pauliane  
**Sent:** Saturday, May 04, 2013 1:55 AM  
**To:** Aboubakr, Sarah; Sarnatora, Marilyn  
**Subject:** RE: schedule

Hello!! I just wanted to give you the dates I'm available to work this month:


May - 09, 10, 13, 14, 15, 27, 28, 29, 30 June - 2

I'm flexible to work any shift depending on the day, just let me know.

(I got a bad schedule from my other job for this month but will try to be more available on the weekends for next month)

Thanks!! ;)

Pauliane Ferreira



# Enhancing Life. Liberty Health

Jersey City Medical Center 201-915-2000  
355 Grand Street, Jersey City, NJ 07302

## Resource Management / Staffing Office Request for Schedule Change

Name: Jennifer Mendez  
Unit: GEAST

Date: (4-16) - (5-08)  
Shift(s): (7-3)(3-11)

### Present Schedule

Name	Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
① JENNIFER MENDEZ	4/16			7-3	<del>7-3</del> 3-11			
HEIDA JOSEPH	4/17			7-3				
② JENNIFER MENDEZ	4/23				3-11			
HEIDA JOSEPH	4/24			7-3				
③ JENNIFER MENDEZ	4/30				3-11			
HEIDA JOSEPH	5/01			7-3				
④ JENNIFER MENDEZ	5/07				3-11			
HEIDA JOSEPH	5/08							

### Requested Schedule

Name	Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
① JENNIFER N.	4/16			OFF	3-11			
HEIDA JOSEPH	4/17			7-3 3-11	OFF			
② JENNIFER N.	4/23			OFF	3-11			
HEIDA JOSEPH	4/24			7-3 3-11	OFF			
③ JENNIFER N.	4/30			OFF	3-11			
HEIDA JOSEPH	5/01			7-3 3-11	OFF			
④ JENNIFER	5/07			OFF	3-11			
HEIDA JOSEPH	5/08			7-3 OFF	OFF			

Request Approved

Request Not Approved

Nurse Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

CONFIRMED by Heida  
ON 4/11/13 AT 11:41AM.

Jennifer Mendez 4/10/13  
\_\_\_\_\_  
Date

Heida Joseph 4/11/13  
\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Employee's Signature Date

1/Extra Shifts { }

Balance Schedule { }

\_\_\_\_\_  
Requesting Office Personnel to complete

Date: \_\_\_\_\_

Department of Nursing Annual Vacation Request Form  
 Prime Vacation Time: June 12<sup>th</sup> through September 11<sup>th</sup> 2010

Name: SHARON DELA CULZ

Date: 4-28-13

Unit: WE 3-11 SHIF

Tour of Duty: \_\_\_\_\_

Vacation Request:

Job Start (Day and Date)	Job Return (Day and Date)	Total Days Requested	Nurse Manager Approval Yes/No	Date	Nurse Manager Initials	Comments
1 (SUN) AUG. 4, 2013	(TUE) AUG. 13, 2013	6 DAYS	( ) ( )			
2			( ) ( )			
3			( ) ( )			
4			( ) ( )			

Instructions:

- 1) Please use a single form to include all requests for the year.
- 2) Please plan your vacation when possible for one or two week blocks.
- 3) Please note that there will be no vacation granted from December 12 to January 8, 2012 (unless there is Administrative approval)
- 4) Please submit your request to your Nurse Manager or Acting Nurse Manager.
- 5) When final approval is given, you will receive a signed copy of this form for your file.
- 6) Please remember, all vacation hours must be accrued before they can be taken.

Employee Comments:

SUNDAY - AUG 4 IS MY WEEKEND ON BUT VARIETY NUMBER AGREED TO WORK FOR ME THAT DAY

Nurse Manager's Signature: \_\_\_\_\_

**Owens, Cheryl**

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**From:** Sarnatora, Marilyn  
**Sent:** Monday, May 13, 2013 11:36 AM  
**To:** Owens, Cheryl  
**Subject:** FW: schedule

example of scheduling

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**From:** Sarnatora, Marilyn  
**Sent:** Tuesday, April 30, 2013 7:04 PM  
**To:** Fabros, Jamie  
**Subject:** Re: schedule

Ok. M

Sent from my iPhone

On Apr 30, 2013, at 7:03 PM, "Fabros, Jamie" <jfabros@Libertyhcs.org> wrote:

im working as a superuser on friday 7p-7a so i dont think i will be able to work saturday unfortunately.  
let me know next time though

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**From:** Sarnatora, Marilyn  
**Sent:** Tuesday, April 30, 2013 6:57 PM  
**To:** Fabros, Jamie  
**Subject:** Re: schedule

I will take care of tmrw. Also would u want to work 16 on sat & Be off Sun? M

Sent from my iPhone

On Apr 30, 2013, at 6:02 PM, "Fabros, Jamie" <jfabros@Libertyhcs.org> wrote:

Hi Marilyn,

This Thursday there are 10 scheduled to work. May i please use a vacation day?  
Please let me know if you will honor this and if you need me to fill out the request form.

Thank you  
Jamie Obrero