



Flexible Scheduling

Make your schedule work for you!

Flexible Scheduling makes it easier to manage your schedule. You can use an app or go online to view your schedule, update availability, request time away, and post shifts for replacement or swapping.



And, your restaurant will:

- Post schedules at least two weeks in advance
- Assign scheduled and call-in shifts a minimum of three hours long
- Give you at least 10 hours off between shifts

It's all part of the Employee Experience of the Future in your restaurant. Ask your manager for more details about Flexible Scheduling in your restaurant!



McDonald's
works for me.

Frequently asked questions

Q: Why is our restaurant implementing Flexible Scheduling?

A: We know that having flexibility is important, and having the ability to replace or swap shifts more easily would make your experience better. Our organization is committed to giving you an even better employee experience whenever possible... it's just one more thing we're doing to deliver the Employee Experience of the Future.

Q: How will this change my schedule?

A: This will not impact the number of hours you're scheduled for, but it will give you more flexibility and control in case you need to change your shift.

Q: How will scheduling procedures change in my restaurant?

A: Going forward, we will be posting crew schedules at least two weeks in advance, scheduling you for a minimum of three-hour shifts with at least 10 hours off in between shifts, and providing a minimum shift length of three hours for call-in shifts. When you want to change an already scheduled shift, you can now use the ZIPschedules app to make your request online, making it easier for other employees to take that shift.

Q: How do I view my schedule?

A: Utilize technology such as ZIPschedules, or another technology that your organization is using, to see your schedule. Within the ZIPschedules app, click on "My Schedule" on the home screen to access your schedule.

Q: Where do I get the ZIPschedules app?

A: You can find the ZIPschedules link on your restaurant page and on the Whitelist page on ourlounge. The app is also available in both the Apple App Store and the Google Play Store. Search for Altametrics ZIPschedules and download the app. Then, create an account, using the same email address as you gave to your manager for use in eHR, and log in.

Q: How do I request time off?

A: Your time off still needs to be requested and approved. You can do this through ZIPschedules:

1. Click on the menu icon in the top left corner
2. Select "Time Off"
3. Click "Add"
4. Choose how much time you're requesting off
5. Until your time off is approved, it will be listed as "Pending" in the app

Once your time off is approved or denied, you'll see a notification in the app and the changes will be reflected in "My Schedule."

Q. How do I offer a replacement or shift for shift swapping or replacement?

A: Shift swaps still need to be requested and approved. You can do this through ZIPschedules:

1. From the My Schedule screen, click on the shift you wish to offer
2. Click "Offer this shift" on the resulting screen
3. Select who to offer the shift to
4. An eligible employee(s) can request to accept the shift
5. Click "Save"
6. Your manager approves or denies the offer to accept

Any approved swaps or replacements will be reflected in "My Schedule."