




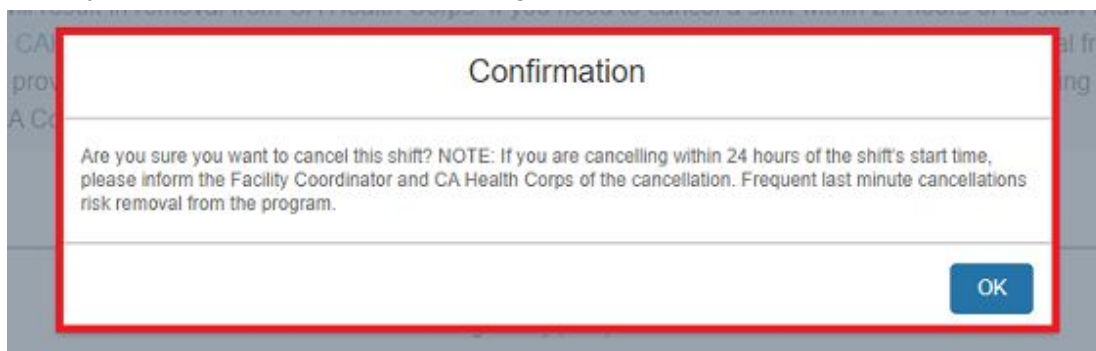
Cancelling a Shift

Note: Please make sure to notify the facility and a CA Health Corps Deployment Manager if you need to cancel a shift.

1. Go to your **CA Health Corps Portal**.
2. Go to the **My Shifts** tab. See **Upcoming Shifts**. To cancel a shift, click the Trash Icon next to the shift you would like to cancel.

Home	UPDATE PROFILE	MY SHIFTS	SIGN UP FOR SHIFTS	MY HOURS	RESOURCES
My Upcoming Shifts					
Regularly cancelling shifts will result in removal from CA Health Corps. If you need to cancel a shift within 24 hours of its start time, you must notify the facility right away and email CAHealthCorps@emsa.ca.gov . Failure to notify the facility or Health Corps will result in removal from the program. Contact information for the facility is provided on the Sign Up for Shifts section of your portal. If you arrive at the facility and are having issues working there, please see the How To File A Complaint guide located in the Resources section of your portal.					
Date	Time	Shift Type	Deployment Name	Deployment Address	
Fri 1/8/21	12:00 PM - 8:00 PM		Sacramento - Sleep Train Arena - Arena	1 Sports Parkway Sacramento CA 95834	
Mon 1/11/21	12:00 PM - 8:00 PM		Sacramento - Sleep Train Arena - Arena	1 Sports Parkway Sacramento CA 95834	
Tue 1/12/21	12:00 PM - 8:00 PM		Sacramento - Sleep Train Arena - Arena	1 Sports Parkway Sacramento CA 95834	

3. You will see a confirmation pop up. Then when you **confirm the cancellation**, you can see your cancelled shifts under the **My Shifts** tab and click on **Canceled Shifts**.



HOME UPDATE PROFILE MY SHIFTS SIGN UP FOR SHIFTS MY HOURS RESOURCES		
My Canceled Shifts		
Regularly cancelling shifts will result in removal from CA Health Corps. Shifts canceled by the facility do not count against you.		
Date	Deployment Name	Canceled By
Mon 5/31/21	Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)	Participant
Wed 4/7/21	Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)	Participant
Wed 2/10/21	Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)	Participant
Mon 1/25/21	Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)	Participant
Wed 1/20/21	Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)	Participant
Mon 1/18/21	Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)	Participant
Fri 1/15/21	Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)	Participant
Wed 1/13/21	Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)	Participant
Fri 1/8/21	Sacramento - Sleep Train Arena - Arena	Participant

4. **Please contact the facility** - the contact number is listed in the facility description in the **Sign Up For Shifts** section. And please email cahealthcorps@emsa.ca.gov to cancel lodging.

Please see the example below:

HOME UPDATE PROFILE MY SHIFTS SIGN UP FOR SHIFTS MY HOURS RESOURCES		
Available Shifts		
Click on each job title to open and close the list of available shifts		
<ul style="list-style-type: none"> Please sign up for only one shift per day. Overtime must be authorized by the facility or a CA Health Corps Deployment Manager Health Corps will provide lodging for participants who sign up for two or more shifts at a facility located 50 miles or more from their residence. To request lodging, please see the How to Request Lodging guide located in the Resources section of your portal. For travel reimbursement information, please see the Travel Reimbursement FAQ located in the Resources section of your portal. 		
Nurse Practitioner		
1 Sports Parkway Sacramento, CA 95834 US		
Phone Number: 916-123-4567		