Saskatchewan Health Authority	 Title: Sask.staffscheduling.ca How to Request Annual Vacation Audience: All SEIU and SUN Employees 		
Work	Location: Sask.staffscheduling.ca Document Owner: HR Business and Analytics	Department/Unit: HR BSSA Date Prepared: 2023-12-05	
Standard	Last Revision: 2023-12-15	Date Approved: 2023-12-15	

Work Standard Summary: User will be able to request annual vacation via sask.staffscheduling.ca

Disclaimer: The following images may not be exact and are intended to be a reference.

		Essential Tasks:			
og in to <u>sask.staff</u> s	scheduling.ca				
Jnder your employ ppear when your Schedule V Apply Calendar My Shifts My Departments Request Vacation	vee profile, click collective agree	"Schedule" and "Reques ment's Annual Vacation i	t Vacation"; Not s in progress:	e: this option v	vill only
On the following pa Apply Review your position lirectly under the g	age, click "Apply on and bank bala green banner. C	" on the far right: ances on the next page. A lick "Apply" to continue:	Annual Vacation	deadlines also	appear
Current Home Unit:		HR BSSA SYSTEMS SUPPORT (9560760)			
Current Home Occupation:		CPA (ANALYST)			
Vacation Bank		2023 Vacation	Pending ()	Approved	Availabl
Estimated Entitled Vacation Supplemental Vacation		30.000	8.000 0.000	0.000	22.00
Test Round 1 (FINAL ROUND)	OPEN 11:30 AM CST Dec 05. 20	223 - Seniority Ranking 12/12 Etigibility Ranges ① Dec 05, 2023 - Dec 31, 2023 FENDING	CLOSE 10:26 AM CST Dec 08	2023	ACTIVE open for submissions
Tes	st Round 1 (FINAL ROUND)	OPEN 11:30 AM CST Dec 05, 20	t Round 1 (FINAL ROUND) OPEN 11:30 AM CST Dec 05, 2023		OPEN 11:30 AM CST Dec 05, 2023 CLOSE 10:26 AM CST Dec 08, 2023 OPEN 11:30 AM CST Dec 05, 2023 - CLOSE 10:26 AM CST Dec 08, 2023 - Seniority Ranking 12/12 - Exijolitivg Ranges O Dec 05, 2023 - Dec 31, 2023 -

<		December 2023		> Dec 11,	, 2023	
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				Dec 1	1, 2023	曲
3	4	5 6	7 •	8 9 Dec 1	e 1, 2023	前
						Add Request
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17	18	19 20	21 2	2 23		
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8.	You may drag and drop your requests at the bottom of the page to put your requests into order of
	preference:
	Ranked Requests Drag and drop to sort. Detete All Requests Detete All Requests
	1 Dec 11-16, 2023 Image: Wacation Hrs Available Quota Image: Pending
	2 Dec 25, 2023 (✓ Vacation Hrs Available) (✓ Quota ●) Unaved
9.	Review your requests and ensure you press "Submit Vacation Requests" to confirm your choices:
	Warning You have unsaved changes. Finish editing and resubmit to save your changes. Submit Vacation Requests
10.	If you wish to remove a request, click "Delete" to the right of the request; it will not ask you to confirm, if you delete a block by accident you will need to request it again:
11.	You may return to this page any time before your deadline to make changes.
12	
12.	