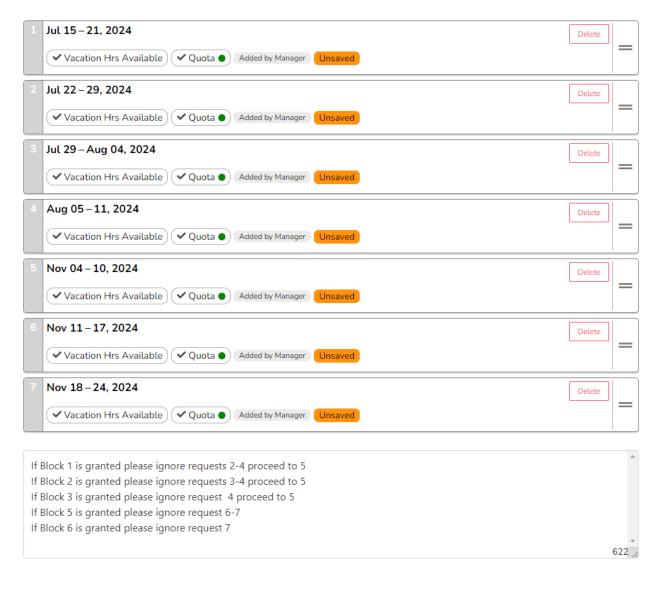
## **SEIU West Annual Vacation - FAQ**

- 1. Are we able to see who is applying for dates we are interested in?
  - No, the current Staff Scheduling system does not allow employees to see who has already applied for certain shifts off. All applications are based on seniority and department guidelines for maximum number of staff off per shift.
- 2. How do I submit my annual vacation with preferences for particular dates or blocks of dates? Place comments with instructions in the comment box outlining your preferences. The more specific the instructions the better the outcome will be for your submissions.

See screen shot below for example of how to direct your choices:

## **Ranked Requests**

Drag and drop to sort.



3. There is a limitation of 20 submissions for annual vacation. What should I do if I have more than that?

Submit a copy of your submissions via email to your Manager, and Staff Scheduling.

Staff Scheduling - <u>Staff.Scheduling@saskhealthauthority.ca</u>