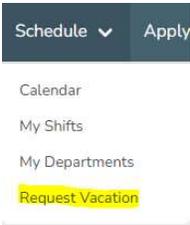
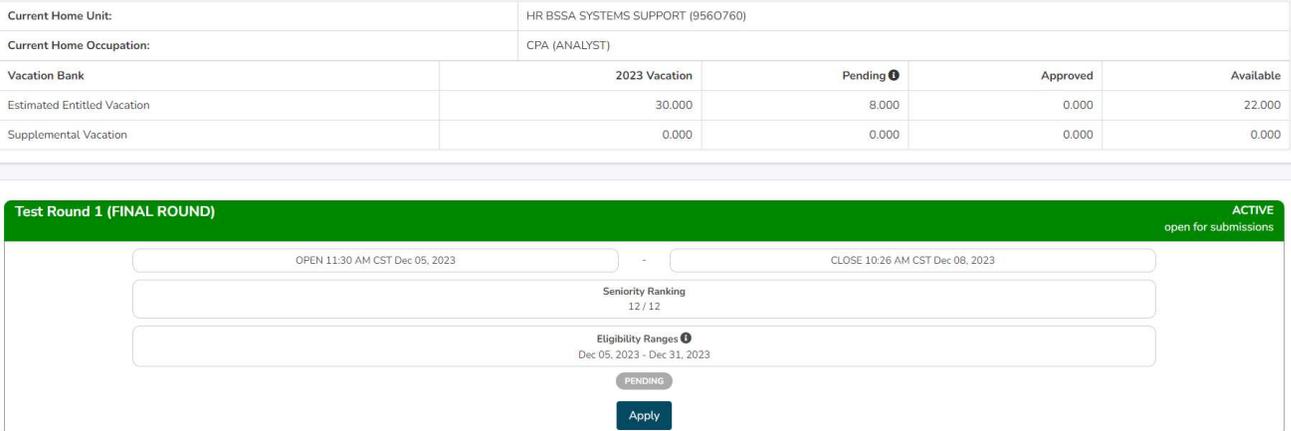


<h1>Work Standard</h1>			<b>Title:</b> Sask.staffscheduling.ca How to Request Annual Vacation  <b>Audience:</b> <ul style="list-style-type: none"> <li>All SEIU and SUN Employees</li> </ul>
	<b>Location:</b> Sask.staffscheduling.ca	<b>Department/Unit:</b> HR BSSA	
	<b>Document Owner:</b> HR Business and Analytics	<b>Date Prepared:</b> 2023-12-05	
	<b>Last Revision:</b> 2023-12-15	<b>Date Approved:</b> 2023-12-15	

**Work Standard Summary:** User will be able to request annual vacation via [sask.staffscheduling.ca](https://sask.staffscheduling.ca)

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

Essential Tasks:	
1.	Log in to <a href="https://sask.staffscheduling.ca">sask.staffscheduling.ca</a>
2.	Under your employee profile, click “Schedule” and “Request Vacation”; Note: this option will only appear when your collective agreement’s Annual Vacation is in progress: 
3.	On the following page, click “Apply” on the far right: 
4.	Review your position and bank balances on the next page. Annual Vacation deadlines also appear directly under the green banner. Click “Apply” to continue: 

5. Navigate through the calendar towards the bottom of the page to find the day(s) you want to request off and press “Add Request” on the right after each selection:

Note: the blue bars indicate days where you are scheduled to work, but you may select ranges that include days you are not scheduled as well.

6. “Add Request” will bring up a pop up window for you to confirm the details of your request, click “Add Vacation Request” to continue. Note: the Saskatchewan Health Authority is not using Likelihood Summary, Single Daily Quotas, or the Supplemental Vacation, so please ignore these features; this program is used by other organizations that process vacation differently:

## New Vacation Request ✕

Requested Dates: Dec 11, 2023

### Likelihood Summary

Quota  Vacation Hrs Available i

### Shift Details

Date	Shift	Hours	Single Daily Quota <span style="font-size: small;">i</span>
Dec 11, 2023	NO SHIFT	0.000	-
<b>1 DAY</b>	<b>0 SHIFTS</b>	<b>0.000</b>	

### Vacation Banks

Bank Type	Available (hrs)	Requested (hrs)	Remaining (hrs)
Estimated Entitlement	30.000	0.000	30.000
Supplemental Vacation	0.000	0.000	0.000
	<b>30.000</b>	<b>0.000</b>	<b>30.000</b>

Use Supplemental Vacation 0.00 hrs

**ADD VACATION REQUEST**

7. Repeat Steps 6 and 7 for each block of time you would like to request off.

8.	<p>You may drag and drop your requests at the bottom of the page to put your requests into order of preference:</p> <p><b>Ranked Requests</b>  Drag and drop to sort.</p> <div style="text-align: right;"><a href="#">Delete All Requests</a></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 150px;">Dec 11 – 16, 2023</td> <td style="width: 100px; text-align: right;"><a href="#">Delete</a></td> <td style="width: 20px; text-align: center;">=</td> </tr> <tr> <td></td> <td> <input checked="" type="checkbox"/> Vacation Hrs Available <input checked="" type="checkbox"/> Quota <input type="checkbox"/> Pending </td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Dec 25, 2023</td> <td style="text-align: right;"><a href="#">Delete</a></td> <td style="text-align: center;">=</td> </tr> <tr> <td></td> <td> <input checked="" type="checkbox"/> Vacation Hrs Available <input checked="" type="checkbox"/> Quota <input style="background-color: orange;" type="checkbox"/> Unsaved </td> <td></td> <td></td> </tr> </table>	1	Dec 11 – 16, 2023	<a href="#">Delete</a>	=		<input checked="" type="checkbox"/> Vacation Hrs Available <input checked="" type="checkbox"/> Quota <input type="checkbox"/> Pending			2	Dec 25, 2023	<a href="#">Delete</a>	=		<input checked="" type="checkbox"/> Vacation Hrs Available <input checked="" type="checkbox"/> Quota <input style="background-color: orange;" type="checkbox"/> Unsaved		
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	<input checked="" type="checkbox"/> Vacation Hrs Available <input checked="" type="checkbox"/> Quota <input style="background-color: orange;" type="checkbox"/> Unsaved																
9.	<p>Review your requests and ensure you press “Submit Vacation Requests” to confirm your choices:</p> <div style="text-align: center; margin: 20px 0;"> <div style="border: 1px solid orange; border-radius: 10px; padding: 5px; display: inline-block; background-color: orange; color: white; font-weight: bold;">Warning</div> <span style="margin-left: 10px;">You have unsaved changes. Finish editing and resubmit to save your changes.</span> </div> <div style="text-align: center; margin: 20px 0;"> <div style="background-color: #00728f; color: white; padding: 15px 40px; border-radius: 10px; font-size: 1.2em; font-weight: bold; display: inline-block;">Submit Vacation Requests</div> </div>																
10.	<p>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:</p> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px solid #d9534f; padding: 5px 15px; color: #d9534f; font-weight: bold;">Delete</div> </div>																
11.	<p>You may return to this page any time before your deadline to make changes.</p>																
12.	<p>End</p>																