

Template for Knowledge Article Creation:

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 Saskatchewan Health Authority	Standard #:		KB<Number>
	Title:	Bidding on Partial Shifts - FAQ	
	Role performing Activity:	All Employees	
<h1>Frequently Asked Questions</h1>	Location:		Department/Unit:
	Document Owner: Staff Services		Date Prepared: 16-Jan-2026
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- Q. When can I bid on part of a shift?**
- A. The Staff Scheduling website allows employees to bid on shifts that fall within 48 hours of the start of the shift.**
- Q. If the shift has already started, can I just bid on the shift and come in as soon as I am granted it?**
- A. No. You must identify what time you are able to start the shift using the partial bid function.**
- Q. When will partial bids be considered for filling shifts?**
- A. If the shift is not approved for over time and no one is available for the full shift, partial straight time bids will be awarded in order of:**

1) employees available for the greatest portion of the shift,

2) Sort method of unit/CBA rules

If the shift is approved for over time, the shift will be awarded first to employees at straight time, then at over time to those who are available to do the full shift following the sort method of the unit/CBA rules. If no one is available to do the full shift, partial bids will be awarded in order of:

1) straight time before over time

2) the employee available to do the greatest portion of the shift 3) Sort method

of unit/CBA rules