

SUN 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. Will I receive a confirmation email after I submit my annual request?

Employees will receive an email notification once they've submitted their requests. HOWEVER, the email will only contain the dates for when the round opens and closes. If employees wish to see the requests they've submitted, they can go to the site and select Search > Vacation Mapping, and find their respective information through the search wizard.

3. 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. Additionally, if you want to be granted all shifts in a block that are available even if you cannot be granted the whole block, make a note in the comment box of this preference.

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

Ranked Requests

Drag and drop to sort.

1	Jul 15 – 21, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
2	Jul 22 – 29, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
3	Jul 29 – Aug 04, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
4	Aug 05 – 11, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
5	Nov 04 – 10, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
6	Nov 11 – 17, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
7	Nov 18 – 24, 2024	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=

If Block 1 is granted please ignore requests 2-4 proceed to 5
If Block 2 is granted please ignore requests 3-4 proceed to 5
If Block 3 is granted please ignore request 4 proceed to 5
If Block 5 is granted please ignore request 6-7
If Block 6 is granted please ignore request 7

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4. 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, Staff Scheduling, and the SUN local office.

Staff Scheduling - Staff.Scheduling@saskhealthauthority.ca

SCH - citysunlocal107@gmail.com

SPH - sphlocal101@gmail.com

RUH – president@sunlocal75.ca