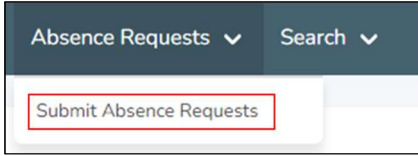
 Saskatchewan Health Authority	Title: How request time off on sask.staffscheduling.ca Role performing Activity: Employees	
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics
<h1>WORK STANDARD</h1>	Document Owner: HR Systems	Date Prepared: June 2, 2023
	Last Revision:	Date Approved:
	Related Policies/Documentation	

Work Standard Summary: How to submit absence requests on sask.staffscheduling.ca.

Essential Tasks:	
1.	Log in to sask.staffscheduling.ca
2.	At the top of the page, click “Submit Absence Request” under Absence Requests. 

3. You will be brought to a page that looks like this. Select the date range you are wishing to request off in the “First Shift Date” and “Last Shift Date” boxes, then click “Search”:

Submit Request

1 Select Shifts 2 Select Partial Shifts 3 Select Absence Type 4 Review

First Shift Date Last Shift Date

0 Shifts Selected

Date	Time	Icon	Department	Pay Code
Enter dates then click 'Search' to find shifts.				

Note: If applying for multiple dates within one request, If one date needs to be denied this will create a potential risk of all dates being denied and having to submit separate leaves.

4. Details of any scheduled shifts within the date range you selected will appear below; click the boxes to the left of each shift you wish to request off. After you have selected all your desired dates, click “Select Partial Shifts” at the bottom of the screen:

First Shift Date Last Shift Date

2 Shifts Selected

	Date	Time	Icon	Department	Pay Code
<input checked="" type="checkbox"/>	Jun 12	06:00 - 14:30 CST	D6R	ONSITE SCHEDULING Saskatoon - NAW	ZZ
<input checked="" type="checkbox"/>	Jun 13	06:00 - 14:30 CST	D6R	ONSITE SCHEDULING Saskatoon - NAW	ZZ
<input type="checkbox"/>	Jun 14	06:00 - 14:30 CST	D6R	ONSITE SCHEDULING Saskatoon - NAW	ZZ
<input type="checkbox"/>	Jun 15	06:00 - 14:30 CST	D6R	ONSITE SCHEDULING Saskatoon - NAW	ZZ

5. You will be brought to a page that will ask whether your request includes partial shifts or not. Select "Yes" or "No" from the dropdown menu.

If you select "No", simply click "Select Absence Type" at the bottom of the screen. If you select "Yes", enter the Start and End times for each absence you are requesting, then click "Select Absence Type":

The screenshot shows a web form titled "Does this request include partial shifts? (Required)". At the top, there is a dropdown menu with "Yes" selected. Below this, there are two rows of input fields for absences. The first row is for "Jun 12, 06:00 - 14:30 CST D6R" with "Start: 06:00" and "End: 14:30" fields. The second row is for "Jun 13, 06:00 - 14:30 CST D6R" with "Start: 06:00" and "End: 14:30" fields. A "Back" button is located at the bottom left, and a "Select Absence Type" button is at the bottom right. Three callout boxes provide instructions: one points to the dropdown menu, one points to the absence input fields, and one points to the "Select Absence Type" button.

Does this request include partial shifts? (Required)

Yes ▾

Jun 12, 06:00 - 14:30 CST D6R

Start: 06:00 End: 14:30

Jun 13, 06:00 - 14:30 CST D6R

Start: 06:00 End: 14:30

Back

Select Absence Type

This section will appear if you select "Yes" from the dropdown menu; nothing will appear if you select "No"

Click this button once you have made the appropriate selections above

6. You will now have to select the type of absence you are requesting. Select your absence type from the dropdown menu under “Reason for Absence”, provide any additional/necessary comments in the box below, then click the “Review” button at the bottom of the page:

Banks	Available
Stat Holiday Hours Balance ⓘ	6.11 hrs
Accumulated Vacation Hours Balance ⓘ	13.36 hrs
Family Leave Hours Balance ⓘ	19 hrs
Entitled Vacation Hours Balance ⓘ	164 hrs
Sick Hours Balance ⓘ	581.61 hrs

[Show Less](#)

Reason for Absence

Vacation Paid ▼

Additional Info

Vacation Paid

Comments (optional)

Type any additional info regarding your absence request into this box.

120

[Back](#) [Review](#)

View your available balances here

Provides details on the absence type selected from the dropdown box above

Note: If you are needing to take time off within the next 72 hours, under “Reason for Absence” you must select either:

- “Immediate Sick Notification (Under 72 hrs)” if you will not be at your shift due to illness, or
- “Immediate Absence Notification (Under 72 hrs)” if you will not be at your shift for reasons other than illness.

Reason for Absence

Immediate Absence Notification (Under 72 hrs) ▼

Immediate Sick Notification (Under 72 hrs)

Immediate Absence Notification (Under 72 hrs)

Vacation Paid

Statutory Holiday Off Paid

Sick Paid

Trade

Named Replacement

Bereavement Paid

Family Illness Paid

You must then enter details as to why you will be absent in the “Comments” box. Once you have done this, click “Review”.

7. After you click “Review”, you will be brought to a page that summarizes your request. Here, you can see your available balances, your selected reason for absence, your comments, and the shifts you are requesting off.

Once you have reviewed your request, click “Submit” at the bottom of the page. If you wish to cancel this request, click “Discard Request”; if you wish to change anything in your request, click “Back” at the bottom left of the page to return to the previous screen.

Banks	Available
Stat Holiday Hours Balance ⓘ	6.11 hrs
Accumulated Vacation Hours Balance ⓘ	13.36 hrs
Family Leave Hours Balance ⓘ	19 hrs
Entitled Vacation Hours Balance ⓘ	164 hrs
Sick Hours Balance ⓘ	581.61 hrs

[Show Less](#)

Reason for Absence: Vacation Paid

Comments:
Comments here.

Requested Shifts	Requested Time Off	Department
Jun 12, 06:00 - 14:30 CST D6R	06:00 - 14:30	ONSITE SCHEDULING Saskatoon - NAW
Jun 13, 06:00 - 14:30 CST D6R	06:00 - 14:30	ONSITE SCHEDULING Saskatoon - NAW

[Back](#) [Discard Request](#) [Submit](#)

8. After you have clicked “Submit”, your absence request will be submitted for review. You will be brought to a page confirming your submission. Click “Review this Request” to review what you just submitted, or click “Submit Another Request” to be brought to the page in Step 3. Alternatively, click “Home” at the bottom left of the page to be brought to your sask.staffscheduling.ca homepage:

Thank you for submitting this request.
Your request ID is #74.

[Review This Request](#) [Submit Another Request](#)

[Home](#) [Help](#) [Contact](#)

Note: Absence requests will not appear in your sask.staffscheduling.ca calendar until they have been approved. To view your pending requests, click on “Search” then “Absence Requests” at the top of the page.

9.	End.
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