

MEMO

DATE: 4/22/2020

TO: SEIU-West Employees, Managers & Scheduling (fSHR, fHHR, fCHR, fFHHR)

FROM: Tyler Kannenberg, Director Labour Relations – Northern & Rural

RE: SEIU-West Annual Vacation Amended Timelines

Further to the SEIU-West Annual Vacation memo dated March 23, 2020 and in response to the current status of the COVID-19 Pandemic, the Saskatchewan Health Authority (SHA) and SEIU-West have mutually agreed to further extend the annual vacation timelines. This timeline extension will be administered as follows:

1. By May 1, 2020, SEIU-West employees need to submit their vacation requests for dates or periods during the month of June. Those requests will be filled in order of seniority and confirmation given by May 15. After May 1, 2020, any vacation requests received for the month of June will be filled on a first-come-first-serve basis.
2. By June 1, 2020, SEIU-West employees need to indicate their choices of dates for the remainder of the vacation year (July-March). Up to a maximum of four (4) choices of dates or periods will be granted by seniority. Vacation schedules will be posted by June 30, 2020. After June 1, 2020, any vacation requests received for the remainder of the vacation year will be filled in accordance with the SAHO/SEIU-West collective agreement.
3. Any employees that have already submitted their vacation requests in accordance with the annual vacation process outlined in the SHAO/SEIU-West collective agreement will need to confirm with their local scheduling department if they wish to change/cancel any submitted requests. SEIU-West employees would need to submit any change/cancellation requests prior to May 1, 2020 if the vacation date or period is in June or June 1, 2020 if the vacation date or period is during the remainder of the vacation year. If a change/cancellation request is not received by the specified dates the requested vacation dates or periods will be processed following the guidelines above.

If the Pandemic situation changes and the annual vacation processes and/or timelines outlined in this memo need to be adjusted further the SHA and SEIU-West will regroup and reassess. Any resulting changes would be communicated to employees by both the Employer and Union.

If you have any questions please contact your local scheduling department.

Safety | Accountability | Respect | Collaboration | Compassion

With a commitment to a philosophy of Patient and Family Centred Care

NOTICE OF CONFIDENTIALITY: This information is for the recipient(s) listed and is considered confidential by law.

If you are not the intended recipient, any use, disclosure, copying or communication of the contents is strictly prohibited.