

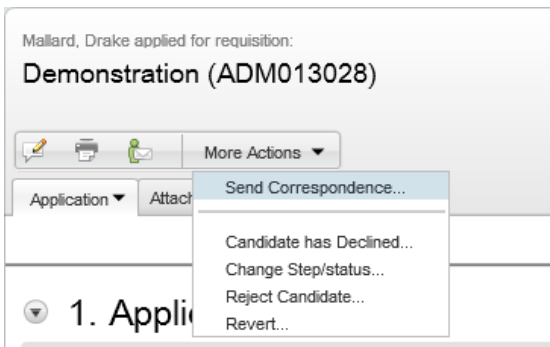
Requesting Approval for Additional Vacation Leave

Taleo Version 17

Last revised: May 2019
Last reviewed: May 2019
Next review: May 2020



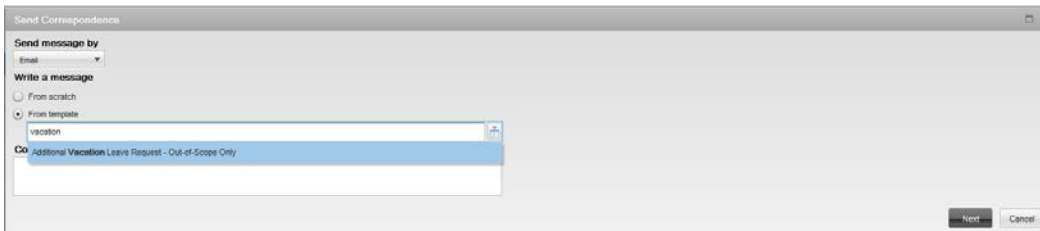
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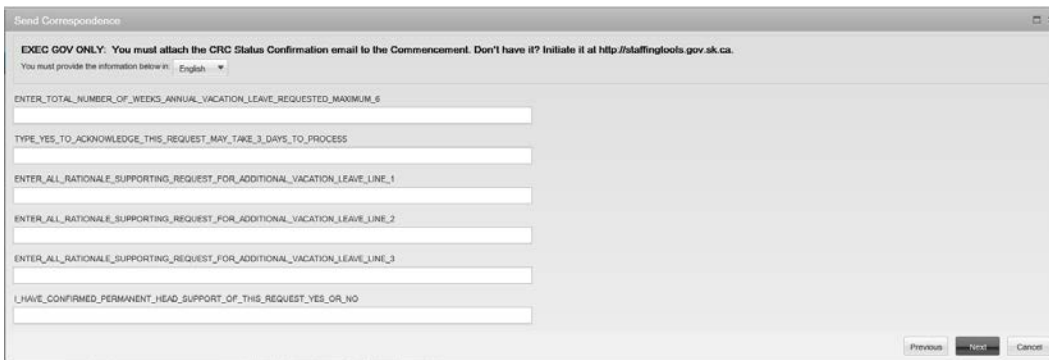
On initial appointment to a permanent or non-permanent out-of-scope position, if, during salary and benefits negotiations prior to a job offer, a preferred candidate requests additional vacation leave, the hiring manager may be able to enter into a discussion regarding "what it will take to attract the candidate". Additional vacation leave requires agreement from the Permanent Head and approval of the Chair of the Public Service Commission.

While viewing the candidate's application, select Send Correspondence from the More Actions drop-down.

Start typing "additional vacation leave" in the box and let auto-suggest provide a pick-list to choose from.



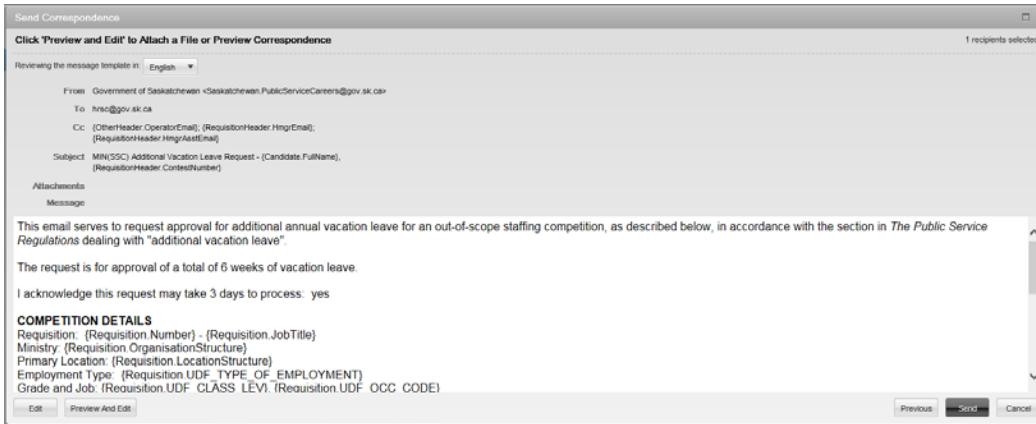
Select "Additional Vacation Leave – Out of Scope" then click **Next**.



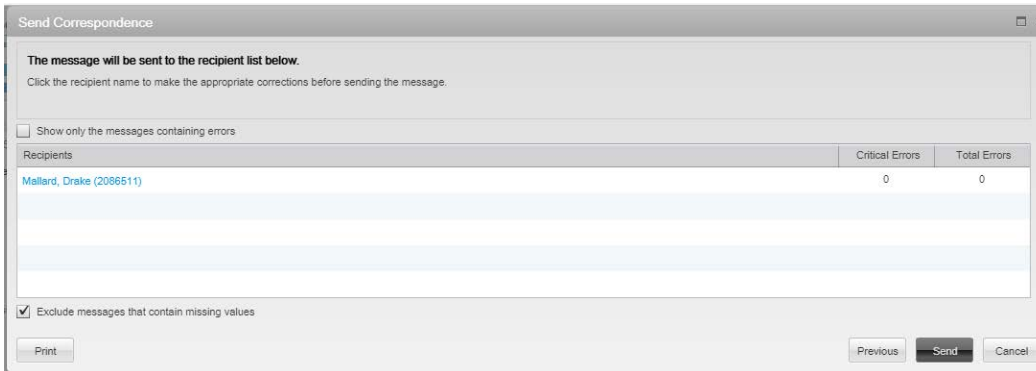
Fill in the prompts.

Please provide the relevant rationale for the request, as this information assists the PSC Consultant in determining if the request can be approved.

When done, click **Next**.



In this screen, fields which populate from the candidate's application or from the competition will NOT be auto-filled. Click **Preview and Edit**.



Make note of any errors listed on the right. These indicate fields which have been left blank, and must be filled in on the next screen. Click the candidate's name to view the correspondence and correct the errors.

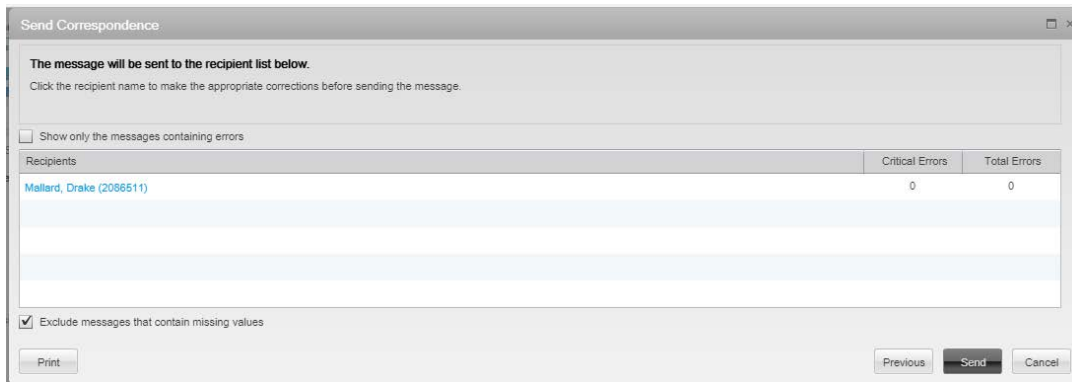


Scroll through the correspondence to ensure the content is accurate, and to correct the errors. Errors will be highlighted in yellow.

If you wish to change the “From” email address, replace the content in that field with the desired email address.

If you are making changes to the “CC” or “BCC” lines, use a semi-colon between email addresses. Ensure the line does not end in a semi-colon.

When the correspondence is ready to send, click **Save**.



NOTE: The “Save” button does not save the correspondence as draft so that you can come back later to finish it. It simply saves the edits you just did. You must complete the entire correspondence in one sitting or you will lose all information you have input.

You will be taken back to the previous screen.

Once the correspondence is ready, click **Send**. You will receive an email indicating the Chair’s approval or denial of the request, as soon as the decision has been made. If it is approved, the approval email must be attached to the signed acceptance on the letter of offer that you will send to the HR Service Centre during the Online Commencement Process. Note: If it is for a non-permanent appointment, the approval will be for additional vacation pay rather than vacation leave.