

Request for Agreement to Extend Term Assignment

Last revised: January 2019
Last reviewed: December 2021
Next review: December 2022

Public Service Commission

In accordance with PS/GE Collective Agreement, Article 6.3.3 F), the Ministry/Agency is requesting the SGEU's agreement to the extension of a term appointment.

- Allow a minimum of 30 days processing time. For example, for a position with a term end date of December 31st, ensure the application form is submitted prior to November 30th
- Ministry/Agency completes request form and submits to SGEU either through electronic mail at ReginaReception@sgeu.org or direct mail (1011 Devonshire Drive, REGINA, SK S4X 2X4)
- SGEU will review, authorize and return application to Ministry/Agency
- Ministry/Agency will forward approved application to the Human Resource Service Centre HRSC@gov.sk.ca, **prior to the expiry of the term appointment**

Date (MM/DD/YY)

Personal Information

Name _____ Number _____

Ministry/Agency _____ Employee's Initial Term Agreement: Day/Month/Year _____

Term Position Classification Level and Occupation _____

Additional Information

Employee's Home Position Status:

- Term Employee
- Indefinite leave of absence from a:
- Definite leave of absence from a:
- Permanent Full-Time position
 - Permanent Part-Time position
 - Labour Service Position
 - Permanent Full-Time position
 - Permanent Part-Time position
 - Labour Service position

Employee's Home Ministry/Agency Location (if applicable): _____

Employee's Home Classification Level and Occupation (if applicable): _____

Request to extend employee from: (Day/Month/Year to Day/Month/Year)

Was this position posted at initial hire? Yes No

If no, explain reason why:

Select extension type and provide detailed reason for extension request:

Beyond 9 months time frame [Article 6.3.3 E]

Beyond 24 month time frame [Article 6.3.3 D]

Supervisor/Manager Information

Supervisor/Manager Name

Number

Email Address

Local Stop Steward

Supervisor/Manager Signature

Date

To be completed by PS/GE Negotiating Committee Chairperson or Designate

Extension Agreed to: ____/____/_____
Day/Month/Year

Extension Not Agreed To

Comments:

Chairperson or Designate Name

Number

Chairperson or Designate Signature

Date