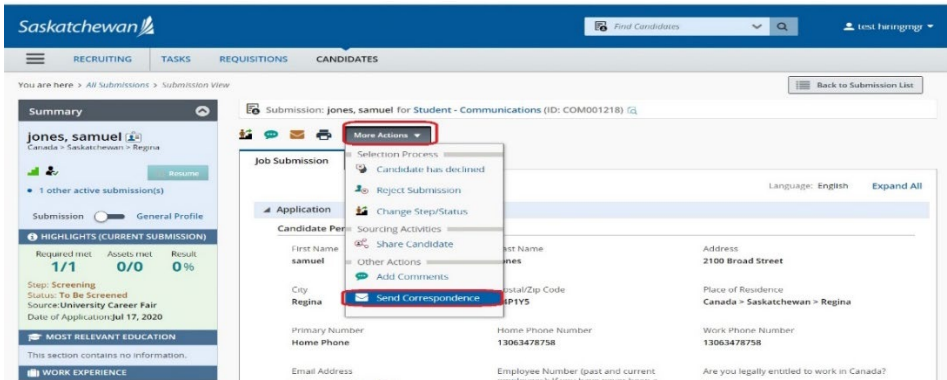


# Requesting Approval for Additional Vacation Leave

Taleo Version 21A

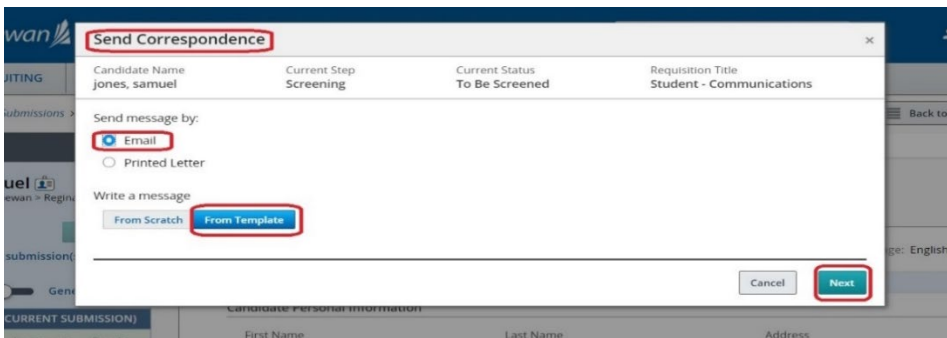
Last reviewed: May 2021  
Next review: May 2022

*Saskatchewan!* 



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.

See [Additional Vacation Leave Requests on Taskroom](#) for more information.

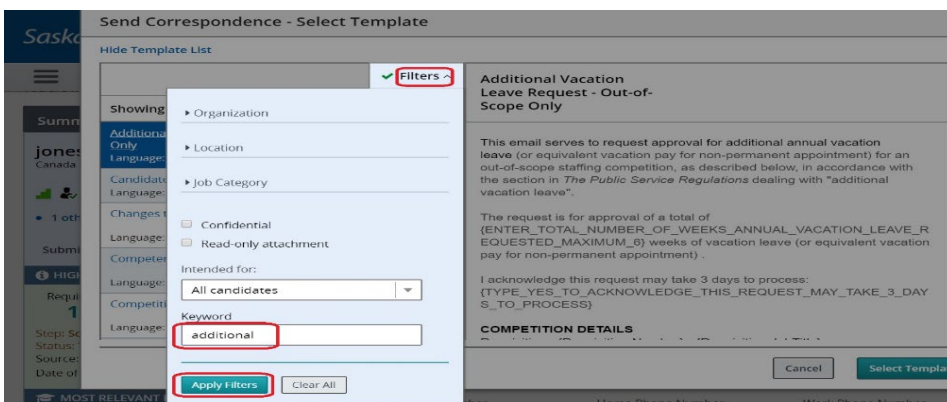


While viewing the candidate's application, select **Send Correspondence** from the **More Actions** drop-down.

**Alternatively**, click the **Send Correspondence** icon  by the left side of **More Actions**.

**Email** and **From Template** are selected by default.

Click **Next**.



Click **Filters** to open the filter window. Type "additional vacation" in the Keyword field and click **Apply Filters**.

Select the correspondence "Additional Vacation Leave Request – Out-of-Scope Only" then click **Select Template**.

Send Correspondence - Edit Message

Language: English

**Missing Information**

ENTER\_TOTAL\_NUMBER\_OF\_WEEKS\_ANNUAL\_VACATION\_LEAVE\_REQUESTED\_MAXIMUM\_6  
4

TYPE\_YES\_TO\_ACKNOWLEDGE\_THIS\_REQUEST\_MAY\_TAKE\_3\_DAYS\_TO\_PROCESS  
4

ENTER\_ALL\_RATIONALE\_SUPPORTING\_REQUEST\_FOR\_ADDITIONAL\_VACATION\_LEAVE\_LINE\_1  
6

ENTER\_ALL\_RATIONALE\_SUPPORTING\_REQUEST\_FOR\_ADDITIONAL\_VACATION\_LEAVE\_LINE\_2  
4

ENTER\_ALL\_RATIONALE\_SUPPORTING\_REQUEST\_FOR\_ADDITIONAL\_VACATION\_LEAVE\_LINE\_3  
5

I\_HAVE\_CONFIRMED\_PERMANENT\_HEAD\_SUPPORT\_OF\_THIS\_REQUEST\_YES\_OR\_NO  
yes

**Apply**

**Edit Message**

Please make necessary revisions before sending the correspondence  
6 unresolved tokens were found.

**Email Header**

From: \* Government of Saskatchewan <Saskatchewan.PublicService@careers.gov.sk.ca>  
To: hrsc@invalidemail.com Bcc  
Cc: taleo.testing@gov.sk.ca; taleo.testing@gov.sk.ca; taleo.testing@gov.sk.ca; taleo.testing@gov.sk.ca  
Reply To: do\_not\_reply@invalidemail.com  
Subject: \* MIN(HRC) Additional Vacation Leave Request - TestCan3 551, HEA001291

Attachments:

Message created from: Additional Vacation Leave Request - Out-of-Scope Only \*

This small serves to request approval for additional annual vacation leave (or equivalent vacation pay for non-permanent appointment) for an out-of-scope staffing competition, as described below, in accordance with the section in *The Public Service Regulations* dealing with "additional vacation leave".

The request is for approval of a total of (ENTER\_TOTAL\_NUMBER\_OF\_WEEKS\_ANNUAL\_VACATION\_LEAVE\_REQUESTED\_MAXIMUM\_6) weeks of vacation leave (or equivalent vacation pay for non-permanent appointment).

I acknowledge this request may take 3 days to process: (TYPE\_YES\_TO\_ACKNOWLEDGE\_THIS\_REQUEST\_MAY\_TAKE\_3\_DAYS\_TO\_PROCESS)

**COMPETITION DETAILS**  
Requisition: HEA001291 - 20D 1 testing - duplicate prof  
Ministry: Executive Government/036 Social Services  
Primary Location: Canada>SK>South Central-Moose Jaw  
Employment Type: Permanent Full-time

**RATIONALE**

Comments

Fill in all the Missing Information.

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

Click **Apply** button.

Scroll through the correspondence to ensure the content is accurate.

Click **Send** when the correspondence is ready to be sent.

Send Correspondence - Preview Message

Language: English

**Message Preview**

No unresolved tokens were found.

**Email Header**

From: Government of Saskatchewan <Saskatchewan.PublicService@careers.gov.sk.ca>  
To: hrsc@invalidemail.com  
Cc: taleo.testing@gov.sk.ca; taleo.testing@gov.sk.ca; taleo.testing@gov.sk.ca; taleo.testing@gov.sk.ca  
Reply To: do\_not\_reply@invalidemail.com  
Subject: MIN(HRC) Additional Vacation Leave Request - TestCan3 551, HEA001291

Attachments:

Message created from: Additional Vacation Leave Request - Out-of-Scope Only

This small serves to request approval for additional annual vacation leave (or equivalent vacation pay for non-permanent appointment) for an out-of-scope staffing competition, as described below, in accordance with the section in *The Public Service Regulations* dealing with "additional vacation leave".

The request is for approval of a total of 4 weeks of vacation leave (or equivalent vacation pay for non-permanent appointment).

I acknowledge this request may take 3 days to process: 4

**COMPETITION DETAILS**  
Requisition: HEA001291 - 20D 1 testing - duplicate prof  
Ministry: Executive Government/036 Social Services  
Primary Location: Canada>SK>South Central-Moose Jaw  
Employment Type: Permanent Full-time  
Grade and Job: CUPE 10 - HPC - CUPE

**RATIONALE**

Comments

Click **Edit Message** to edit, if applicable.

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.

Click **Send** when the correspondence is ready to be sent.

You will receive a message about the successful sending. Click **Close** to continue.

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.

Send Correspondence

1 submission(s) were processed

Successfully sent correspondence to 1 submission(s)