

Vacation and Long Service Verification Form

For new or existing employees of the Government of Saskatchewan who have not previously had their vacation and long service verified.

Last revised: February 2018

Last reviewed: August 2020

Next review: August 2021

New or existing employees of the Government of Saskatchewan who have not previously had their service verified are responsible for completing this form with the required information. The information provided will be used to calculate service for vacation and long service purposes, as applicable. Please note all previous service outside of Executive Government requires written verification from your previous employer and is subject to meeting eligibility criteria. The written verification from your previous employer **must** include the start and end dates of your employment and the status of your employment (i.e., **full-time, less than full-time or a total accumulation of hours**. If periods of your previous employment include full-time hours and less than full-time hours, the total number of hours worked each year is required **OR** a total accumulation of hours worked).

Please forward the written verification from your previous employer(s) along with this form to the Human Resource Service Centre (HRSC).

PLEASE NOTE THE ONUS IS ON THE EMPLOYEE TO INFORM THE EMPLOYER OF ANY PREVIOUS SERVICE THAT MAY IMPACT VACATION BENEFITS.

SGEU In Scope Employees:

Service for Vacation: Article 16.1 of the SGEU Collective Agreement states:

- Years of service to determine vacation entitlement shall include the following:
Service with Government of Saskatchewan, any Board, Commission or Crown Corporation of the Government, Saskatchewan Health Authority and Affiliates, Saskatchewan Association of Health Care Organizations (SAHO), Boards of Education in Saskatchewan, Saskatchewan School Board Association, Saskatchewan Universities, all SGEU Bargaining Units, and service as a paid staff member of the SGEU.

CUPE Employees:

Service for Vacation: Article 17.01 of the CUPE Local 600 Collective Agreement states:

- Service with the Executive Government of Saskatchewan, any Board, Commission, or Crown Corporation, of the Government of Saskatchewan, including Regional Health Authorities.

Out of Scope Employees:

Section 47.1 of The Public Service Regulations, 1999 states service with:

- the executive government of Saskatchewan or any board, commission or Crown Corporation of the Government of Saskatchewan;
- the Legislative Assembly Service;
- district health boards, regional health authorities and affiliates as defined in *The Regional Health Services Act*;
- the Saskatchewan School Trustees' Association and Saskatchewan School Boards Association;
- the Saskatchewan Association of Health Organizations;
- boards of education and the conseil scolaire in Saskatchewan, the University of Saskatchewan and the University of Regina and the Saskatchewan Polytechnic;
- the Saskatchewan Government and General Employees' Union or the Canadian Union of Public Employees where the primary responsibility while in that service was acting as a bargaining agent for the Saskatchewan Government and General Employees' Union Public Sector Bargaining Unit or the Canadian Union of Public Employees Local 600;
- a public housing authority incorporated pursuant to section 18 of *The Saskatchewan Housing Corporation Act*; or the Tourism Authority.

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PLEASE PRINT

VACATION AND LONG SERVICE VERIFICATION

Name:

Previous Name (if applicable):

Ministry:

The following is a record of my employment for Vacation and Long Service purposes:

Ministry/Employer	Appointment Type (Permanent Full-Time; Part-Time; Term; Temporary; Less Than Full-Time; Contract; Order- in-Council; etc. (If periods of employment include full-time hours and less than full- time hours, the total number of hours worked each year is required OR a total accumulation of hours worked.)	Start Date	End Date	Total Hours (Less than Full-time appointments only)

☐ I request verification of my service.

Please attach additional pages as required. (pages attached)

Employee Name

Office Telephone Number

Date

Send this completed form to the HR Service Centre (hrsc@gov.sk.ca)