

## Human Resources – Accrual Banks / Leaves (KB0011834)

**NOTE:** These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

Question	Answer
<b>Where will we submit leave requests?</b>	Leave requests will be submitted through the system. Based on the unit, these requests may either go to the manager/designate or they may be automatically approved based on guidelines provided by the manager/designate.
<b>Who receives the notification that a leave needs to be replaced?</b>	Managers/delegates are able to view short-term leaves in their dashboard. If a term leave needs to be replaced, this would also be displayed on a dashboard visible to a scheduler and/or whomever schedules for that area.
<b>Will a manager receive a notification when the system has automatically approved a leave?</b>	Managers will not receive a notification. The information is available on their dashboards, and any related tasks should be built into their daily work.
<b>What will happen if an employee requests a leave, but has no hours left in their bank?</b>	Employees will only be able to submit a leave request if there are hours left in their banks. If the hours are not available, then no request can be submitted.
<b>Will leave requests be online for both unionized and non-unionized employees?</b>	Yes, all leave requests will be submitted online for either unionized or non-unionized employees.
<b>Some leave requests are approved by unionized supervisors or unit schedulers. Will this practice change once AIMS is implemented?</b>	The current practice will continue even after the implementation of AIMS. Both unionized and non-unionized staff can be designates to approve these requests.
<b>How will employees apply for a leave if they want a period off that spans both scheduled and non-scheduled days?</b>	If an employee requests a week off, but is only scheduled for some of the days during that week, the system will show that the employee is not available for any of the days during that week. If the employee chooses to request only the days off that they are scheduled, then they will show as available for the other days.
<b>Will employees be expected to request all unplanned leaves through the system?</b>	Where possible, employees should initiate all requests for time off within the system, as this will go to the manager/designate to approve. If this is not possible, then in limited situations the manager/designate would be able to submit the request on the employee's behalf.
<b>How will the annual vacation process work?</b>	Annual Vacation requests will be submitted online. The system will automatically sort the requests by employee preference, CBA requirements and seniority, for the manager/designate to review. Employees will have until the applicable CBA deadline to request the time off.

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<b>Does a manager/designate still approve vacation requests?</b>	Yes, a manager/designate would still need to approve vacation requests. Once a request for time off is submitted, it will go to scheduling to review the request.
<b>Will a request for time off go to scheduling and then to the manager/designate for approval/denial?</b>	When annual vacation is requested, approval would be based on the number of people that will be off at that time. If it is other than annual vacation, and it's within a one to seven week window, then the system would automatically attempt to replace the shifts. If no one is available to replace the shifts within 48 hours, then the time off would be denied.
<b>If an employee reports in sick hours before a shift, how will the manager/designate know that the shift needs to be replaced?</b>	The employee would still follow existing practices to notify the unit of the absence, then use the system to record the absence.
<b>How is overtime approved?</b>	Where possible, overtime should be pre-approved by a manager/designate. If there is time worked beyond the employee's schedule, then it would need to go to a manager/designate for approval prior to being processed at overtime rates. The approval process would occur within the system.
<b>Are SUN named replacement requests submitted through the leave process? If so, does the system track the number of named replacements that the employee has used?</b>	SUN named replacements will be requested within the system, and the number of named replacements used in a calendar year, will be tracked.
<b>As a manager/designate, I am not sure how I would approve or deny a leave request without knowing if there was someone available to replace the employee?</b>	When a request is submitted, the manager/designate is able to see who is available to fill the shift. They can either attempt to fill the shift first or simply approve or deny the request based on availability and CBA rules.
<b>As a manager/designate, what do I approve and what will be processed automatically for leave requests?</b>	This will be based on the organization and CBA requirements. The AIMS team will be in contact with organizations to set-up these automated features, if applicable.
<b>Do the accrual banks that I see on the screen account for time off that I've requested in the future?</b>	Once a leave has been approved, it is deducted from your accrual bank. It is the employee's responsibility to request the cancellation of a leave if no longer required.
<b>Will the new system allow us to request unpaid vacation, and how will that work?</b>	Yes. You would submit your request online indicating that it is an unpaid leave.
<b>How will I be able to check what leave time (e.g. sick, family, vacation) I have available?</b>	Employees will be able to view their leave banks within the system when requesting time-off or on their accrual bank dashboard.