



Long Term Leave Management

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

To manage long term leave for an employee:

- Log in to MyConnection at www.MyConnection.skhealth.ca.
- Log in to the Scheduling Portal either:
 - a. Clicking on “MyWork” on the top right hand menu on the MyConnection home page. You then click on “MyScheduling”.
 - or
 - b. Clicking on “MySchedule” under the Important Links section of the MyConnection home page.
 - or
 - c. Clicking on “MyServices” on the top menu. Then under the “Categories” menu on the left of the page, click on “Human Resources” then “Scheduling/Timekeeping” and then click on the “Scheduling Portal” tile
- To “Open”, select the “Arrow” on the bottom left corner for the “Scheduler Dashboard”.
- Click “Show” to expand the dashboard to the job level.
- Click the number under the “Long Term Leave” column and the job level row.
- To “Open”, select the “Arrow” on the bottom left corner for the “Manage Average Hours” tile.
- If “Average Hours Effective Date” needs to be edited, make the necessary changes.
- Click on “Calculate Hours”. The Average Hours will appear under “Avg Hours” column. **Note:** *The “Average Hours” field can be manually entered, if required.*
- Review an employee’s schedule as needed. Select a start date to view from, click the check box on the row of the employee in question, and click “Read Schedule”. Their schedule will appear at the bottom of the screen.
- Click on “Run Termination Report” which will show exceptions in the employee’s schedule. The “Termination Report” will display any shifts that need manual intervention to fill or remove from their schedule. **Note:** *Once “Average Hours” are submitted, the Termination Report will no longer be available.*
- Leave the “Long Term Leave” tab open and go back to the original web tab.
- Use the “Scheduler Editor” tile to resolve shifts listed on the “Termination Report”. *If you do not know how to do this process, see the “HR-190-020A Resolve/Manage Exceptions - Termination Report” Work Standard.*

MyConnection

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- Return to the “Long Term Leave” web tab.
- Click “Submit”. *You will receive “Successfully Submitted” message.*

To offer out vacant shifts, refer to the HR-190-390 Vacancy Management Work Standard.