



HUMAN RESOURCE POLICY

5.0 LEAVE ENTITLEMENTS
5.04 SCHEDULED DAYS OFF

Purpose

To outline the Scheduled Day Off (SDO) policy for Saskatchewan Information and Privacy Commissioner (IPC) employees.

Application

This policy applies to all monthly paid employees of the IPC.

Policy

The IPC provides Scheduled Days Off (SDOs) to out-of-scope aligned IPC employees at a rate of twelve SDOs per fiscal year granted on the basis of one SDO for each completed month of service. SDO entitlements will be pro-rated for employees working less than full time or on a variable hours/incoming averaging arrangement. The IPC encourages supervisors to provide employees with opportunities to use all their SDOs during the fiscal year in which they are earned.

Note: A request for SDO leave, or a request for leave using any combination of SDO, vacation, or time in lieu, of 5 or more days must be requested by email at least 2 weeks prior to the requested start date.

Carry-over Provisions

SDOs remaining at the end of a fiscal year may be carried over from one fiscal year to the next. The details of the carryover provisions can be found in IPC Policy 5.01 Vacation Leave.

Approval Required

The supervisor approves the occasions when SDOs may be taken.

Other SDO Provisions

In exceptional circumstances, employees may request that an overdrawn amount of SDO entitlements be deducted from the next fiscal year's allocation. Upon the recommendation of the supervisor, the Commissioner may approve an overdraw on SDO entitlements (not to exceed a maximum of 1/6 of SDO entitlement). In no instance will an employee be allowed to overdraw SDO entitlements in two consecutive fiscal years.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

Saskatchewan Public Service Human Resource Manual: Section 1203

Legislative Assembly Service Human Resource Policy 5.4