

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Regulatory Administration	Policy #	<b>2.12.01</b>
Section:	SALPN Extensions	Issued:	December 6, 2013
Subject:	<b>Application for Hour Requirement Extension</b>	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
		Replaces:	Revised
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	September 29, 2016

## 1. POLICY

According to the SALPN regulatory bylaws, in order to obtain an annual license, a licensed practical nurse shall work a minimum of 1250 registered hours in the previous 5 years. At times, there are circumstances in which members have been unable to obtain the minimum hour requirement and have requested an extension of time so that the hours can be obtained. Reasons why an extension is requested may be (but not limited to): illness, injury, or personal tragedy in which the member was unable to work. The SALPN may approve an extension in cases where a member is requesting up to a maximum of 400 hours.

## 2. PROCEDURE

- 2.1 In order for the SALPN to properly assess an extension request, the member must provide the following:
- a. Apply in writing, outlining the request and reason(s) why the minimum hour requirement was not met;
  - b. Pay the \$25.00 application fee;
  - c. Documentation from physician, manager, employer verifying leave from work for the extended period, if applicable;
  - d. Documentation from employer, HR department, manager verifying employment in which the member will be returning to, if applicable;
  - e. Documentation from employer, HR department, verifying the hours of work to include overtime and statutory hours from previous 5 years;
  - f. Detailed plan of how hours will be accumulated as well as an anticipated date of completion.