

**Section:** Human Resources (HR)  
**Subject:** Leaves (Paid and Unpaid)

**Legislation:**  
**Effective:** May 31, 2011  
**Revision:** January 1, 2014; September 1, 2016 (reformatted); July 1, 2018; July 2, 2019

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to attract and retain high-performing employees by ensuring that SAIT’s salaried APT and management employees are able to access flexible work days and work schedules, at times that do not conflict with SAIT’s operational requirements.

## PROCEDURE

### DEFINITIONS

**Flex day** An employee benefit allowing flexibility to employees’ standard work schedules.

### GOVERNING PRINCIPLES

1. The flex day program runs from January 1 to December 31, inclusive.
2. Salaried APT and management employees are entitled to a total of 12 flex days per calendar year (prorated for those employees working less than a 1.0 FTE). Flex days will be prorated for those employees who commence after the first of the month, as follows:

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<b>If the first full month following the employee's start date is:</b>	<b>Then the flex days allowed for the remainder of the calendar year are:</b>
January	12 days
February	11 days
March	10 days
April	9 days
May	8 days
June	7 days
July	6 days
August	5 days
September	4 days
October	3 days
November	2 days
December	1 day

3. No unused flex days can be carried over to the following year, and unused flex days will not be paid out if an employee resigns or has the employment terminated.
4. Flex days are subject to supervisor approval and operational requirements.
5. Flex days may be taken as full or half days.
6. In each quarter, a total of three flex days can be taken in any combination, such as one flex day at a time, two flex days at a time, or all at once, as follows:

January - March	3 full flex days or 6 half flex days (or any combination)
April – June	3 full flex days or 6 half flex days (or any combination)
July – September	3 full flex days or 6 half flex days (or any combination)
October - December	3 full flex days or 6 half flex days (or any combination)

## PROCEDURE

1. The dean/director of a school/department is responsible for ensuring that:
  - a) Adequate service coverage is maintained during scheduled employee flex days.

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- b) All approved flex day(s) requests are entered and approved in the online time management system.
2. The employee is responsible for:
- a) Understanding the flex day program.
  - b) Completing the online time management process and obtaining appropriate approvals.

## **POLICY/PROCEDURE REFERENCE**

HR.3.10      Flex Day Program policy

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