

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**Chair, on Behalf of SAIT's Board of Governors**

## **POLICY**

The policy of the Board of Governors is to require SAIT employees to take vacation leave at times which facilitate SAIT's operations, maintain and enhance employee health and wellbeing, and minimize vacation carryover.

### **POLICY/PROCEDURE REFERENCE**

HR.3.1.1      Vacation Procedure procedure

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