

PUBLIC SERVICE LEAVE PROCEDURES

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
Effective:	February 24, 1987
Revision:	April 12, 1994; August 1, 2003 (reformatted); December 8, 2006; September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to recognize that employees have a right to seek political office and to serve on civic or government boards.

PROCEDURE**GOVERNING PRINCIPLES**

1. SAIT is politically neutral. It makes no political contributions, and will not align itself with any political party.
2. Employees are free to exercise their right to seek political office and to serve on civic or government boards, provided such involvement does not conflict with the performance of their duties or involve a conflict of interest with their employment. Employees who serve on civic or government boards or committees are expected to meet their normal employment commitment.
3. Employees engaging in political activities must take care to separate those activities from their association with SAIT. For example, employees running for office should not identify themselves in campaign literature as employees of SAIT.

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PROCEDURE

1. Employees who are candidates for elected office and who cannot meet their normal employment commitment shall be eligible to apply for leave of absence without pay, as follows:
 - a) Federal or provincial elections: commencing the later of the date of nomination or the date the election is announced.
 - b) Municipal or school board elections: commencing the later of the date of announced candidacy or the date nominations open.
2. Employees who take leave under the provisions of paragraph 1 of this procedure shall be permitted to use vacation leave entitlement to cover part or all of the period of leave requested, with SAIT's approval. Employees who work in schools/departments where there is a seasonal timeframe (for example, July and August) during which vacation entitlement is required to be taken may be required to take a subsequent period of leave without pay in such cases.
3. Employees who are elected to office and who can no longer meet their normal employment commitment shall be required to resign their positions unless other arrangements satisfactory to both parties are determined. The usual notice of resignation period shall be waived in such cases.
4. Employees taking leave under these principles are requested to give as much notice as possible to allow SAIT to reorganize workloads.

POLICY/PROCEDURE REFERENCE

HR.3.2 Public Service Leave policy

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PROCESSED