

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

Legislation:  
Effective: May 25, 2004  
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**APPROVED:** \_\_\_\_\_  
**Chair, on Behalf of SAIT's Board of Governors**

## **POLICY**

The policy of the Board of Governors is that SAIT may grant a leave of absence with pay to employees consistent with the terms of any applicable collective agreement, the terms and conditions of employment (APT and Management) and applicable SAIT policies and procedures.

### **GOVERNING PRINCIPLES**

1. A leave of absence with pay is considered a privilege.
2. In no case will a leave of absence with pay be granted automatically. Granting a leave of absence with pay will only be considered if requested by the employee.
3. Each leave of absence with pay will be granted on its own merit and at SAIT's sole discretion.

### **POLICY/PROCEDURE REFERENCE**

- HR.3.5.1 Time Off - National or International Amateur Athletic or Cultural Event procedure  
HR.3.5.2 Time Off to Attend Calgary Stampede Parade procedure

*The official controlled version of this document is held in the Board of Governors Office.*