

TIME OFF - NATIONAL OR INTERNATIONAL AMATEUR ATHLETIC OR CULTURAL EVENT

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
Effective:	June 11, 2004
Revision:	September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

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.

PROCEDURE**DEFINITIONS**

Amateur cultural event Activity involving the performing, visual, film or literary arts or activity associated with library development, cultural heritage, historical resources and national or international study programs such as those sponsored by UNESCO. One test that may be applied to determine if an event is of amateur status is the funding of the event.

PHILOSOPHY

Subject to SAIT's operational requirements and in accordance with this procedure, time off may be allowed for employees to participate or act as officials at national or international amateur athletic or cultural events.

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PROCEDURE

1. An employee should have an invitation to represent either Alberta or Canada, to participate, perform, officiate or be a principal organizer from the organization sponsoring the event.
2. If an employee has qualified to participate in or has an invitation to a national or international event as per paragraph 1 of this procedure, deans, directors or designates allow up to two weeks (ten work days) special leave with pay. However, not more than six weeks special leave (for example, three such events) shall be granted during a three-year period. The three-year period shall be calculated from the date that the first period of approved special leave commenced.
3. Any period of leave granted in excess of that set out in paragraph 2 of this procedure shall be charged against the employee's annual vacation leave entitlement. Where an employee has exhausted annual vacation leave entitlements, deans, directors or designates may authorize leave without pay, subject to workload requirements.
4. To avoid unnecessary disappointment, employees who apply for special leave and who anticipate that a period in excess of the special leave provision will be needed should first determine from their supervisors whether or not work load will allow the extra time off, before making any firm commitments.

POLICY/PROCEDURE REFERENCE

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| HR.3.5 | Leave of Absence With Pay policy |
| HR.3.5.2 | Time Off To Attend Calgary Stampede Parade procedure |

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