

**TIME OFF TO ATTEND CALGARY STAMPEDE PARADE**

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
Effective:	November 19, 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****GOVERNING PRINCIPLE**

The Stampede Parade is not recognized as a statutory holiday. However, SAIT will be closed until 1 pm on the day of the Stampede Parade so that employees may attend. The purpose of the time off is for employees to attend and to support the event.

**PROCEDURE**

1. If the event falls on an employee's day off or compressed work week, time off in lieu is not appropriate.
2. A casual employee who is scheduled to work on the morning of the Stampede Parade may be granted time off with pay at the discretion of that employee's manager/dean.

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



## POLICY/PROCEDURE REFERENCE

- HR.3.5 Leave of Absence With Pay policy
- HR.3.5.1 Time Off - National or International Amateur Athletic or Cultural Event procedure

**PROCEDURE**

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