

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

Legislation:	
Effective:	May 25, 2004
Revision:	March 21, 2011; September 1, 2016 (reformatted)

APPROVED: _____
Chair, on Behalf of SAIT's Board of Governors

POLICY

The policy of the Board of Governors is to provide SAIT employees with the opportunity to finance a future leave of absence through the deferral of a portion of their salary over a period of time. The deferred salary will be received during the leave of absence period. The funded leave program(s) is intended for the employee's personal or professional development with the additional understanding that the employee will subsequently return to work at SAIT.

POLICY/PROCEDURE REFERENCE

- HR.3.7.1 Four for Five Salary Leave procedure
- HR.3.7.2 Deferred Salary Leave procedure

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