



SUBJECT: Absentia of President/CEO and SIAS Senior Managers	CATEGORY: Human Resources	NO. 701-G
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PREAMBLE

This policy sets out a contingency process in the event of the absence or disability of the president/CEO and SIAS senior out-of-scope managers.

POLICY

During the absence or disability of the president/CEO, or if no president/CEO has been appointed, a vice-president shall be appointed to carry out the interim powers and duties of the office. In the event that no vice-president is available, an associate vice-president or an equivalent position shall be appointed to temporarily assume the said powers and duties of the office.

All other members of SIAS's senior management assembly shall appoint an acting out-of-scope manager or another appropriate employee to represent them during their absence. In the event of the disability of a SIAS senior manager, or if no senior management representative has been appointed, the supervising vice-president or another vice-president shall appoint an acting representative, if appropriate.

For the purposes of this policy, absence shall include, but not be limited to, vacation, out-of-country travel, and leaves of absence. SIAS senior managers are also encouraged to appoint an appropriate acting representative when they are travelling out-of-province for longer than three days.

Approved by: Board of Directors	Prepared by: Board Governance/ Policy Committee	Date Issued: January 28, 2011	Supersedes/New Supersedes	Page 1 of 1 #701-G
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