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| <b>SUBJECT:</b><br><br>Employee Leave for Graduation | <b>CATEGORY:</b><br><br>Human Resources | <b>NO.</b><br><br>708 |
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**POLICY**

SIAST will, upon receipt of written request, grant one day leave with pay to an employee to attend a graduation ceremony at which the employee will receive a certificate, diploma or degree from a recognized post-secondary educational institution.

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| Approved by:<br><br>President & CEO | Prepared by:<br><br>Human Resources | Date Issued:<br><br>November 4, 2013 | Supersedes/New<br><br>Supersedes | Page<br><br>1 of 1<br>#708 |
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