



## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT:</b>  <b>Absentia of President/CEO and Saskatchewan Polytechnic Senior Managers</b>	<b>CATEGORY:</b>  <b>Human Resources</b>	<b>NO.</b>  <b>701</b>
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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 Saskatchewan Polytechnic 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 Saskatchewan Polytechnic'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 Saskatchewan Polytechnic 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. Saskatchewan Polytechnic senior managers are also encouraged to appoint an appropriate acting representative when they are travelling out-of-province for longer than three days.

### PROCEDURES

**The president/CEO shall notify the board chair and Saskatchewan Polytechnic's senior management assembly of their appointed designate during their absence.**

**Saskatchewan Polytechnic senior out-of-scope managers shall notify the senior management assembly of their appointed designate during their absence.**

Approved by:  Board of Directors	Sponsored by:  Governance and Nominating Committee / Associate Vice-President, Strategy	Current Issue Date:  January 28, 2011	Page  1 of 2 #701
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**RELATED POLICIES/DOCUMENTS**

Saskatchewan Polytechnic Bylaw No. 1  
Policy Development and Administration #504-G  
Code of Conduct policy #703  
Enterprise Risk Management policy #502

**APPLICABLE LEGISLATION OR REGULATIONS**

*The Saskatchewan Polytechnic Act*

**AMENDMENT HISTORY**

- 1. Original issue date: November 28, 2008
- 2. Revision dates:
- 3. Scheduled review date: January 28, 2016

Approved by: Board of Directors	Sponsored by: Governance and Nominating Committee / Associate Vice-President, Strategy	Current Issue Date: January 28, 2011	Page 2 of 2 #701
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