



POLICY STATEMENT

Policy Name	Absentia of Senior Leadership		
Policy #	701	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	December 6, 2018
Policy Approved by	President & CEO	Issue or Revision Date	September 12, 2025
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	September 12, 2030

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to set out a contingency process in the event of the absence of Saskatchewan Polytechnic (Sask Polytech) senior out-of-scope leaders.

SCOPE

This policy applies to members of senior leadership assembly, with the exception of the president and CEO. The president and CEO is guided by parameters set by the Sask Polytech board of directors.

GUIDING PRINCIPLES

Sask Polytech is committed to:

1. The strategic theme of leading organizational effectiveness.
2. Establishing reasonable and effective processes to ensure organizational sustainability.

POLICY

1. Members of Sask Polytech's senior leadership assembly shall appoint an acting out-of-scope manager or another appropriate employee to represent them during their absence or if they are unable to perform their duties.
2. In the event of an unforeseen absence of a Sask Polytech senior leader, or if no senior leadership representative has been appointed, the supervising vice-president or another vice-president shall appoint an acting representative, if appropriate.

DEFINITIONS

Absence: For the purposes of this policy, absence shall include, but not be limited to, ~~out-of-province~~ out of country travel for longer than three days, and any occurrence of vacation, out-of-country travel or leave of absence.

Senior Leadership Assembly: Senior Leadership Assembly includes the President & CEO, Vice Presidents, Vice Provost, Associate Vice Presidents, Deans, Directors, and Associate Deans.

RELATED POLICIES/DOCUMENTS

N/A

APPLICABLE LEGISLATION OR REGULATIONS

N/A