



## POLICY STATEMENT

Policy Name	<b>Absentia of Senior Management</b>		
Policy #	<b>701</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>Associate Vice-President, Human Resources</b>	Previous Revision Date	<b>June 27, 2018</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>December 6, 2018</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>December 2023</b>

See the related [PROCEDURES](#).

### PURPOSE

The purpose of this policy is to set out a contingency process in the event of the Absence or disability of Saskatchewan Polytechnic senior out-of-scope managers.

### SCOPE

This policy applies to members of senior management assembly, with the exception of the President and CEO. The President and CEO is guided by parameters set by the Saskatchewan Polytechnic Board of Directors.

### GUIDING PRINCIPLES

Saskatchewan Polytechnic 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 Saskatchewan Polytechnic's senior management 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 a disability, the unforeseen Absence 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.

### DEFINITIONS

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

**RELATED POLICIES/DOCUMENTS**

N/A

**APPLICABLE LEGISLATION OR REGULATIONS**

N/A