

**SIAST**SASKATCHEWAN INSTITUTE OF
APPLIED SCIENCE AND TECHNOLOGY***Policy and Procedure Statement***

SUBJECT: Employee Leave for Graduation	CATEGORY: Human Resources	NO. 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.

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