



POLICY STATEMENT

Policy Name	Employee Leave for Graduation		
Policy #	708	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	November 4, 2013
Policy Approved by	President & CEO	Issue or Revision Date	December 6, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	December 2023

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to acknowledge the accomplishment of employees who have earned a certificate, diploma or degree and wish to attend their graduation ceremony.

SCOPE

This policy applies to all full-time and part-time Saskatchewan Polytechnic employees.

GUIDING PRINCIPLES

Saskatchewan Polytechnic is committed to:

1. Acknowledging significant educational achievements of its employees; and
2. Encouraging the personal and professional development of its employees.

POLICY

Saskatchewan Polytechnic will, upon receipt of a written request and appropriate documentation, grant one day of 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 during his or her regularly-scheduled work hours.

DEFINITIONS

N/A

RELATED POLICIES/DOCUMENTS

N/A

APPLICABLE LEGISLATION OR REGULATIONS

N/A