



POLICY STATEMENT

Policy Name	OOS Deferred Salary Leave Plan		
Policy #	710	Category	Human Resources
Approved by	President & CEO	Issue Date	May 25, 2011
Policy Sponsor(s)	CFO & VP, Administrative Services	Revision Date	September 7, 2016
		Review Date	September 2021

See the related [PROCEDURES](#).

PURPOSE

The Saskatchewan Polytechnic out-of-scope deferred salary leave plan is designed to assist its out-of-scope employees in financing a leave of absence for any reason, subject to the approval of the employer and the terms and conditions of this policy. The Saskatchewan Polytechnic out-of-scope deferred salary leave plan is applicable to all ongoing, out-of-scope positions.

POLICY

A deferred salary leave allows an employee to have their salary spread out over given period of time, in order to benefit from a deferred salary leave period. It includes both a contribution period by the employee (deferral period) and a leave. All eligible Saskatchewan Polytechnic out-of-scope employees may elect to participate in the Saskatchewan Polytechnic out-of-scope deferred salary leave plan (OOS-DSLPL).

A deferred salary leave plan is a prescribed plan under The *Income Tax Act* and, accordingly, any terms and condition of such a plan are governed by federal legislation. A deferred salary plan for Saskatchewan Polytechnic out-of-scope employees must comply with the guidelines set forth by any taxing authority. This may cause the Plan to be amended from time to time.

DEFINITIONS

See the related Procedures.

RELATED POLICIES/DOCUMENTS

n/a

APPLICABLE LEGISLATION OR REGULATIONS

The Income Tax Act
The Income Tax Regulations