



PROCEDURES

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	Revision Date	September 12, 2025
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	September 12, 2030

See the related [POLICY](#).

DEFINITIONS

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

PROCEDURES

Saskatchewan Polytechnic senior leadership team members shall notify the senior leadership team of their appointed designate during their absence.