



Procedures

Policy Name	Absentia of Senior Management		
Policy #	701	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	June 27, 2018
Policy Approved by	President & CEO	Revision Date	December 6, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	See Policy Review Date or As Needed

See the related [POLICY](#).

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.

PROCEDURES

Saskatchewan Polytechnic senior out-of-scope managers shall notify the senior management assembly of their appointed designate during their Absence.