



Procedures

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	Revision Date	December 6, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	December 2023

See the related [POLICY](#).

PROCEDURES

1. Employees will email their immediate out-of-scope supervisor a request for one day of leave with pay, along with a copy of their graduation ceremony invitation.
2. These arrangements should be made well in advance to ensure sufficient coverage can be arranged as needed.
3. The supervisor will respond via email, including other managers/supervisors as appropriate.