

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
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APPROVED: _____
Chair, on Behalf of SAIT's Board of Governors

POLICY

The policy of the Board of Governors is to require SAIT employees to take vacation leave at times which facilitate SAIT's operations, maintain and enhance employee health and wellbeing, and minimize vacation carryover.

POLICY/PROCEDURE REFERENCE

HR.3.1.1 Vacation Procedure procedure

The official controlled version of this document is held in the Board of Governors Office.