



<b>SUBJECT:</b>  Employee Leave for Graduation	<b>CATEGORY:</b>  Operations & Administrative Services – Human Resources	<b>NO.</b>  O-2.4
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**POLICY**

SIAST will, upon receipt of a written request, grant one day leave with pay to an employee to attend a graduation ceremony at which the employee will receive a certificate, diploma or degree from a recognized post-secondary educational institution.

Approved by: President & CEO	Prepared by: Human Resources	Date Issued: September 3, 2008	Supersedes/New Supersedes	Page 1 of 1 #O-2.4
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