

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
Effective:	May 31, 2011
Revision:	January 1, 2014; September 1, 2016 (reformatted); July 1, 2018; July 2, 2019; March 15, 2023; October 23, 2024

APPROVED:

President and CEO**POLICY**

The policy of the Board of Governors is to attract and retain high-performing employees by ensuring that SAIT's salaried APT and management employees are able to access flexible work days and work schedules, at times that do not conflict with SAIT's operational requirements.

PROCEDURE**DEFINITIONS**

Employee	A person employed on SAIT's payroll.
Flex day	An employee benefit allowing flexibility to employees' standard work schedules.
Leader	The person responsible for approving employee leave requests.

GOVERNING PRINCIPLES

1. The flex day program runs from January 1 to December 31, inclusive.
2. Salaried Exempt Administrative, Professional & Technical (APT) and management employees are entitled to a total of 14 flex days per calendar year (prorated for those employees working less than a 1.0 FTE). Flex days will be prorated for those employees who commence employment after the first of the month, as follows:

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If the first full month following the employee's start date is:	Then the flex days allowed for the remainder of the calendar year are:
January	14 days
February	13 days
March	12 days
April	10 days
May	9 days
June	8 days
July	7 days
August	6 days
September	5 days
October	4 days
November	3 days
December	2 days

3. No unused flex days can be carried over to the following year, and unused flex days will not be paid out if an employee resigns or has their employment terminated.
4. Flex days are subject to supervisor approval and operational requirements.
5. Flex days may be taken as full or half days.
6. Flex days are to be used throughout the calendar year, and are earned as outlined below. Each quarter, an employee may not use flex days which have not yet been earned.

January - March	3 full flex days or 6 half flex days (or any combination)
April - June	3 full flex days or 6 half flex days (or any combination)
July - September	3 full flex days or 6 half flex days (or any combination)
October - December	5 full flex days or 10 half flex days (or any combination)

PROCEDURE

1. The leader is responsible for ensuring that:
 - a) Adequate service coverage is maintained during scheduled employee flex days.
 - b) All approved flex day(s) requests are entered and approved in the online time management system.

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- c) Their employees adhere to this procedure.
- 2. The employee is responsible for:
 - a) Understanding the flex day program and adhering to this procedure.
 - b) Completing the online time management process and obtaining appropriate approvals.

POLICY/PROCEDURE REFERENCE

HR.3.10 [Flex Day Program policy](#)

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