



HUMAN RESOURCE POLICY

**7.1 EMPLOYEE DEVELOPMENT**  
**7.04 EDUCATION LEAVE POLICY**

**Purpose**

To outline the process and guidelines relating to the provision of paid Education Leave to eligible Information and Privacy Commissioner (IPC) employees.

**Application**

This policy applies to all permanent IPC employees

**Policy**

The IPC supports employee development for IPC employees to enhance their knowledge, skills, and abilities in areas identified by the IPC as critical to the existing or future needs of IPC.

***Definition***

For the purposes of this policy, education leave shall apply to those instances where an employee is requesting salary continuance in conjunction with other financial support (e.g. tuition, books, travel) while he/she attends at an education institution and is absent from his/her regularly scheduled duties. For example, pursuing full time studies at a university or technical institution, or completing a required practicum placement which requires that an employee be absent from the workplace during normal working hours.

If an employee is not seeking salary continuance, he/she can apply for a definite leave without pay for education purposes and/or tuition and book reimbursement.

**Note:** for more information please see the IPC Guidelines for Policy 7.04 Education Leave.

**Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

**Influencing Sources**

Saskatchewan Public Service Human Resource Manual: Section 901

Legislative Assembly Service Human Resource Policy 7.4