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## 6.U-2018: Stampede Day

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### 1. Overview

- 1.1 As part of St. Mary's desire to support a work-life balance and our Calgary Community, employees are provided with half (1/2) a paid day to be used to attend Stampede (i.e.: Stampede Parade and/or the Grounds) throughout the 10 days of the Calgary Stampede.

### 2. Eligibility

- 2.1 All permanent salaried full-time & part-time employees are eligible to take a half (1/2) paid day to attend Stampede.

### 3. Guidelines & Procedures

- 3.1 The Stampede Half Day must be taken on the employee's regular scheduled workday and throughout the 10 days of the Calgary Stampede.
- 3.2 Stampede Half Day has no cash value, cannot be carried forward to subsequent years, and is not paid out to the employee upon termination.
- 3.3 Any and all time off in addition to this half (1/2) day may be requested; however, the employee will need to be first using any Banked Time/Time In Lieu and/or Vacation entitlements prior to an absence being unpaid.

### 4. Reporting Process

- 4.1 Stampede Half Day taken must be scheduled at a time that is mutually agreeable and authorized in advance in consultation with the supervisor.
- 4.2 Absence requests may occasionally be denied depending on satisfactory staffing requirements or operational needs.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Sr. Leadership Team	Human Resources	December 2018	