

**LOYALIST COLLEGE**  
**Board of Governors Policy**

**10. INTERNAL GOVERNORS ABSENCE FROM WORKPLACE FOR BOARD-RELATED ACTIVITIES**

**Date Last Approved:** May 29, 2025

**Next Review Date:** 2029

**Background**

In this policy, capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Definitions Schedule.

The purpose of this policy is to recognize approved absence from work responsibilities for approved Board-related activities. This policy applies to Internal Governors.

**Policy / Procedure**

Internal Governors will be considered as being on a paid leave of absence when participating in approved Board-related activities during working hours.

Activities including but not limited to meetings, travel and assignments related to the Internal Governor's duties outside of regular working hours, will not be considered for any overtime compensation.

Reasonable expenses will be paid in accordance with College's Governors and President Travel Expenses Policy.

**Monitoring**

The President will ensure that Internal Governors' time away from the workplace and time engaged in Board-related activities are managed in a manner that aligns with all applicable policies and procedures.

**Related Materials**

Loyalist College Policy FIN 504 - Business Expense Reimbursement Policy - 2023