

| **HR##** | **Policy Name**  |
| --- | --- |
| Classification: | Human Resources |
| Responsible Authority: | Title |
| Executive Sponsor: | Vice President, Human Resources |
| Approval Authority: | Algonquin College Executive Team |
| Date First Approved: | YYYY-MM-DD |
| Date Last Reviewed: | YYYY-MM-DD |
| Mandatory Review Date: |  |

## PURPOSE

## SCOPE

## DEFINITIONS

|  |  |
| --- | --- |
| **Word/Term** | **Definition** |

## POLICY

## PROCEDURE

|  |  |  |
| --- | --- | --- |
|  | **Action** | **Responsibility** |
| 1. |  |  |
| 1.1 |  |  |

## SUPPORTING DOCUMENTATION

## RELATED POLICIES

## RELATED MATERIALS

## Appendix 1: