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| --- | --- | --- |
|  | **Policy Number:** |  |
| **Approved By:** |  |
| **Effective Date:** |  |
| **Approval Date:** |  |
| **Previous Version(s)****Approval Date:** |  |
| **Date to be Reviewed:** |  |
| **Administrator Responsible:** |  |

**POLICY TITLE**

**POLICY STATEMENT**

**PURPOSE STATEMENT**

**SCOPE AND APPLICATION**

**PRINCIPLES**

**DEFINITIONS**

(as required)

**GUIDELINES**

(optional)

**LIMITATIONS**

(optional)

**ASSOCIATED DOCUMENTS**

Procedures

Forms

**LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

(optional)

**LINKS TO OTHER RELATED POLICIES, DOCUMENTS AND WEBSITES**

(optional)

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