

# Conditions for Academic and Administrative Leave

Professional Development Leaves are normally granted for either a full year or for one 4-month semester. Exceptions are negotiated as appropriate. Applications must be submitted **at least six months prior** to the anticipated commencement date.

This program is open to academic or administrative employees who have been full-time members of the college for a period of not less than six years.

Applications for the Professional Development Leave, clearly outlining how the objective(s) will be met, are to be submitted in writing to the Professional Development Office with a copy to the applicant's supervisor at least six months prior to the commencement of the leave. Details are included on the application form.

Successful faculty and administrative applicants are paid a salary according to the following formula: 55% of the employee's base salary increasing by five percent per year after six years of employment with the college concerned to a maximum of 80% of the employee's base salary after eleven (11) years.

Successful applicants must return to the college for a period of at least one year following the end of the Leave.

Applications are accepted and considered in the fall of each year. Applications are reviewed by the Professional Development Leave Committee and accepted candidates are informed by the following February.

In the [Academic Collective Agreement](#), the college may, but is not required to, consider an application from an employee who has commenced a Professional Development leave within the preceding seven (7) years. More information about criteria for additional leaves can be found below.