

Professional Development Leave Application Form
(Administrative and Faculty Employees)

Name of Applicant

School

Application Date

Requested Leave From:

To:

Applicants Signature

Date

Definition of Professional Development Leave

A Professional Development Leave is relief from College duties for a period of from one to twelve months (usually for one semester or for twelve months, although other variations will be considered with the agreement of the supervisor). The leave is an opportunity given by the College to employees to pursue College-approved professional development activities outside the College through further academic or technical studies or in industry where such activities will enhance the ability of the employee upon return to the College to fulfil professional responsibilities and allow the College to better respond to the needs of the community.

Conditions

1. The employee has been a full-time employee of the College for a period of not less than six (6) years. For the purposes of a PD Leave, faculty tenure is calculated from the full-time hire start date to the start date of the PD Leave.
2. Since suitable arrangements to cover the individual's workload must be feasible, the employee, after discussion with, must obtain the written approval of the Program Chair/ Manager and Dean/Director or other supervisor.
3. The employee, upon termination of the professional development leave, will return to the College for a period of at least one (1) year, failing which the employee shall repay the College all salaries and fringe benefits received by the employee while on professional development leave.
4. The salary paid to the academic or administrative employee will be based on the following scale: 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. It is understood that the College's payment is subject to reduction if the aggregate of the College's payment and compensation or payments from other sources during the leave exceeds the amount of the employee's base salary. The amount and conditions of payment will be pro-rated for shorter leaves.

(Support staff are required to meet with the Manager, Labour Relations & Classifications to determine compensation if any during a Developmental Leave).

5. The successful applicant must provide the Committee with a written report on the status of the leave experience at the mid-point of the leave and a final report within 90 days of completion of leave.
6. Since the Leave is developmental, activities typically completed as part of a faculty member's college duties (e.g. course design) should not be included in PD Leaves.

N.B. Note that an employee may not access Tuition Assistance during the time that s/he is on an approved Professional Development Leave.

Examples of Suitable Activities for Professional Development Leave

Career Oriented

- Business and industrial involvement
- Consultant
- Task Force

Community Service

- Survey or study
- Volunteer- city council sub-committees, business, professional, industrial

Teaching and/or Research

- Research and study in individual's specialized area of endeavour
- Preparation of manuscripts or material for potential publication
- Research and study in the theory and practice of education
- Teacher exchange
- Study of professional/vocational advances in other institutions

Miscellaneous

- Activities that are of benefit to the individual and the College

Objectives for Professional Development Leaves

Professional Development Leave will fulfil one or more of these objectives:

- Permit an employee to keep abreast of developments in his/her particular discipline(s) and/or profession(s).
- Fulfil and/or enhance the strategic goals and directions of a particular area of the College.
- Enhance the teaching/learning resources of a particular area of the College.
- Enhance the College's reputation in the community by responding to community needs.
- Pursue academic or technical studies or enhance industrial experiences.
- Improve curriculum design expertise within the program/school.

Description of Proposed Professional Development Activity
(Attachment)

Please describe the proposed professional development leave activity in detail. Include information regarding:

- The ways in which the proposed objectives will be met (please reference the preceding Objective section).
- A month-by-month proposed schedule of activity for the duration of the leave
- The nature and the extent of the benefit of the activity to the individual, the College or the community.
- The appropriateness of the activity to the applicant's position and background.
- The availability of other modes of achieving this professional development.
- Any related documentation (e.g. letters of intent from educational institutions, professional or community organizations, acceptances to university programs etc.)

Please note:

- Leaves must be approved at least 6 months in advance of their proposed start date. (it is helpful to supervisors if applicants give their supervisors a longer lead time to find an appropriate replacement)
- Only complete applications will be reviewed.
- As part of the PD Leave process, leave participants provide a brief mid-point update and proof of completion of Leave outcomes at its end.

Chair's/Manager's/ Director's/ Dean's/ AVP's Comments:

Manager's/Chair's/Director's Signature

Date

Dean's/AVP's Signature

Date