



Policies and Procedures

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Professional Development Leave

2. General Policy Statement

2.01 Professional Development Leaves are awarded on the basis of demonstrated benefit to the University and the Employee. Professional Development Leave proposals presented by an Employee must relate to some aspect of the Employee's current responsibilities, and be of benefit to the University and the Employee.

2.02 Leave to complete an undergraduate or graduate degree normally will not be approved as Professional Development Leave. See also AD 10.10 Training and Professional Development, AD 10.12 Tuition Waiver.

2.03 Professional Development Leaves will be approved subject to funding availability and operational considerations.

3. Eligibility

Full-time Employees and Part-time Employees in Continuing Positions are eligible to apply for University Funded Professional Development Leave or Departmentally Funded Professional Development Leave upon the completion of six (6) years' continuous service.

4. Entitlement

4.01 All Professional Development Leaves will be awarded on the basis of an eligible Employee's proposal, which must demonstrate value to be gained both for the University and for the Employee, and which must be supported by the supervisor and the Dean or Director.

4.02 Where Professional Development Leave is approved, the salary of the Employee who is the subject of that leave will be paid as follows:

- a. salary at 100% for Professional Development Leaves of four (4) months or less, or
- b. salary at 90% for Professional Development Leaves of four (4) to eight (8) months, or
- c. salary at 80% for Professional Development Leaves of eight (8) months to twelve

conjunction with the leave and should be planned in advance when the original proposal for a specific length of time is put forward.

4.05 During Professional Development Leave, benefits will be continued and will be based on a Employee's Annual Salary.

5. University Funded Professional Development Leave Procedures

5.01 The University will fund an annual amount, not to exceed \$25,000 in total, to assist departments to accommodate requests for University Funded Professional Development Leave.

5.02 University Funded Professional Development Leave will be granted at the sole discretion of the Professional Development Leave Committee.

5.03 The deadline for submission of proposals to the Professional Development Leave Committee is January 2 and approved University Funded Professional Development Leaves will begin on or after the subsequent April 1.

5.04 Proposals for University Funded Professional Development Leaves will be forwarded to the Professional Development Leave Committee in care of the Executive Director, Human Resources. Supporting documentation from the supervisor and Dean or Director must accompany the proposal and indicate the benefits that can be expected as a result of the University Funded Professional Development Leave, the rationale for the assistance requested, and the amount requested. The decision of the Professional Development Leave Committee will be communicated by the Executive Director, Human Resources to the Dean or Director, who will in turn inform the Employee.

5.05 An Employee returning from a University Funded Professional Development Leave will be required to submit a report to the Professional Development Leave Committee and to his/her supervisor. The report should describe and evaluate the extent and success of the University Funded Professional Development Leave, and if appropriate, make recommendations for possible improvements in or enhancements to the University's services.

5.06 An Employee on University Funded Professional Development Leave may not be engaged in other remunerative employment unless, in exceptional circumstances, the employment is approved by the Professional Development Leave Committee.

6. Departmentally Funded Professional Development Leave Procedures

6.01 Departmentally Funded Professional Development Leaves are awarded by the department from departmental funds and must be approved and supported by the supervisor, and the Dean or Director.

6.02 Human Resources should be advised of Departmentally Funded Professional Development Leave arrangements.