

## HR02

## Professional Development Leave

Classification:	Human Resources
Responsible Authority:	Manager, Compensation, Pension & Benefits
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1993.08.26
Date Last Reviewed:	2018.10.31
Mandatory Review Date:	2023.10.31

### PURPOSE

To provide employees the opportunity to pursue College-approved academic, administrative, technical, industrial or other activities where such activities will enhance the employee's knowledge and skills upon returning to the College and contribute to the College's and Department's priorities

### SCOPE

All full-time employees

### DEFINITIONS

Word/Term	Definition
Academic Staff	Faculty, librarians and counsellors
Leave	Professional Development Leave

### POLICY

1. The purpose of a Professional Development Leave is to permit an employee to pursue College-approved academic, administrative, technical, industrial or other activities where such activities will enhance the employee's knowledge and skills upon returning to the College and contribute to the College's and Department's priorities.
2. The current OPSEU Academic Employees Collective Agreement and the Terms of Employment for Administrative Staff permit the granting of Leaves for academic and administrative employees. Requests from support staff employees will be considered on an individual basis.
3. The number of Leaves granted each year will be at the discretion of the President and based on resources available. The minimum number of Leaves to be awarded to Academic Staff, as stipulated in the Academic Employees Collective Agreement, will be respected.

4. Professional Development Leaves will normally be completed within a continuous twelve month period, commencing June 15<sup>th</sup>.
5. The salary paid to an employee on Leave 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 to a maximum of 80% of the employee's base salary after eleven years. If the employee receives payment for work from other sources during the Leave, the sum of the College payment and payments from other sources will not exceed the amount of the employee's base salary.
6. Employees are required to work at the College for at least one year after returning from a Leave. If employees cannot meet this obligation, they will repay the College all salaries and fringe benefits received while on Leave.
7. To qualify for a Professional Development Leave, an employee will have completed not less than six years of full-time employment at the College as determined in December following the application deadline. Six years of full-time employment must also be completed between Leaves.
8. Appropriate activities during a Leave include:
  - 8.1. Development of new professional or technical skills through practical experience to reflect changes in the work force
  - 8.2. Development of materials such as text, software, visual materials required of a specific course or courses
  - 8.3. Retraining for skills required in a different department of the College or to teach in another discipline
  - 8.4. Instructional, individual or directed research related to an identified need by the department or the College
  - 8.5. Completion of formal academic studies
9. In approving candidates for a Leave, immediate supervisors are to consider the following:
  - 9.1. The number of years of service the employee has worked without the benefit of a Professional Development Leave
  - 9.2. The link between the proposed activities and the functions of the employee upon returning to the College
  - 9.3. The link between the proposed activities and the College Strategic Plan and the department's priorities
  - 9.4. The feasibility of the professional development plan being completed in one year
10. Any changes made to the professional development plan once it has been approved by the President must be re-approved in writing by the immediate supervisor and that person's supervisor.

## PROCEDURE

**Action**

**Responsibility**

- |     |   |                                    |
|-----|---|------------------------------------|
| 1.  | Submit an application for a Professional Development Leave (Appendix 1) to the immediate supervisor by November 1 or other date specified by the Algonquin College Executive Team.  | Applicant                          |
| 2.  | Recommend approval of the Leave(s) which meet the criteria outlined in policy statements 7, 8 and 9 above to the Dean or Director.  | Immediate Supervisor               |
| 3.  | Recommend approval of the Leave(s) which meet the criteria outlined in policy statements 7, 8 and 9 above to the Vice President.  | Dean or Director                   |
| 4.  | Review and prioritize all Leave requests received for the area and submit to the Office of the Senior Vice President, Academic to consolidate applications into one list.   | Vice Presidents                    |
| 5.  | Determine the number of Professional Development Leaves available for faculty based on Article 20 of the Academic Collective Agreement.   | Human Resources                    |
| 6.  | Complete spreadsheet provided by the Office of the Senior Vice President, Academic detailing all applicants with the date of hire to the bargaining unit and the applicable percentage of salary payable during a Professional Development Leave. | Human Resources                    |
| 7.  | Recommend approval of Leaves in order of length of service and alignment with policy statement 9 to the President. Include list of applicants whose Leave has not been granted.   | Senior Vice President,<br>Academic |
| 8.  | Approve Leave requests and inform Human Resources of the employees who have been approved for a Leave and those who have not been granted.  | President                          |
| 9.  | Inform the applicants, in writing, who have been granted a Leave and indicate the requirements to be met during the leave.  | Human Resources                    |
| 10. | Inform the applicants, in writing, whose leave has not been granted.  | Human Resources                    |

#### **Return from Professional Development Leave**

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|-----|---|--------------------|
| 11. | Submit to the immediate supervisor a written report clearly identifying the activities undertaken and the objectives achieved during the Leave. | Returning employee |
| 12. | Make a formal presentation of the accomplishments of the Leave at a department meeting.   | Returning employee |

- |     |   |                      |
|-----|---|----------------------|
| 13. | Submit a copy of the report to the Dean or Director.  | Immediate Supervisor |
| 14. | Submit a copy of the report to the Vice President.  | Dean or Director     |
| 15. | Include a summary of the written report in the employee's evaluation and submit to Human Resources. | Immediate Supervisor |

### SUPPORTING DOCUMENTATION

Appendix 1 Professional Development Leave Request

### RELATED POLICIES

None

### RELATED MATERIALS

Academic Collective Agreement

<http://www.thecouncil.on.ca/download/12059>

Support Staff Collective Agreement

<http://www.thecouncil.on.ca/download/10941>

Administrative Terms and Conditions of Employment

<http://www2.algonquincollege.com/hr/files/2012/04/Administrative-Terms-and-Conditions-revised-March-2010.pdf>

## **HR02: APPENDIX 1**

### **PROFESSIONAL DEVELOPMENT LEAVE REQUEST**

The form to be completed for a Professional Development Leave is found at:

<https://www.algonquincollege.com/hr/files/2018/11/HR02-Appendix-1-Sabbatical-Template-2018-2019-1.pdf>