HR02	Professional Development Leave
Classification:	Human Resources
Responsible Authority:	Director, Labour Relations
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1993-08-26
Date Last Reviewed:	2024-06-27
Date to Complete Mandatory Review:	2029-06-27

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 and regular part-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, OPSEU Full Time Support Employees Collective Agreement, OPSEU Part Time Support Employees Collective Agreement, and the Terms of Employment for Administrative Staff permit the granting of Leaves for academic, support, regular part-time support (RPT), and administrative employees.
3. The number of Leaves granted each year will be at the President's discretion and based on available resources. The minimum number of Leaves to be awarded to Academic Staff, as stipulated in the Academic Employees Collective Agreement, will be respected. All other employee categories will be approved based on the College's discretion.

4. Professional Development Leaves will normally be completed within a continuous twelve-month period.
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**.** Employees who are awarded this leave must disclose to Human Resources the details of any payments from other sources to facilitate adjustments in the College payments and prevent overpayments.
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 wages and fringe benefits received from the College while on leave. Employees who also access benefits under policy HR04 - Tuition Assistance, Degree Completion, in conjunction with this policy, will also be required to meet the conditions under that policy should they decide to leave the College.
7. To qualify for a Professional Development Leave, an employee will have completed not less than six years of full-time employment or six years of part-time employment for regular part-time employees (RPT) at the College as determined in December following the application deadline. Six years of full-time employment or six years of part-time employment for RPTs must also be completed between Leaves.
8. Appropriate activities during a Leave include some or all of the following:
    1. Development of new professional or technical skills through practical experience to reflect changes in the workforce
    2. Development of materials such as text, software, and visual materials required for a specific course or courses
    3. Retraining for skills required in a different department of the College or to teach in another discipline
    4. Instructional, individual, or directed research related to an identified need by the department or the College
    5. Completion of formal academic studies
9. In approving candidates for a Leave, immediate supervisors are to consider the following:
    1. The number of years of service the employee has worked without the benefit of a Professional Development Leave
    2. The link between the proposed activities and the functions of the employee upon returning to the College
    3. The link between the proposed activities and the College Strategic Plan and the department’s priorities
    4. The feasibility of the professional development plan being completed in one year
10. Any changes made to the professional development plan once the President has approved it must be re-approved in writing by the immediate supervisor and that

person's supervisor and communicated to Human Resources to facilitate correct administration in the Human Resources Information System.

PROCEDURE

	Action	Responsibility
1.	Apply for a Professional Development Leave (Professional Development Leave Request) to the immediate supervisor by November 1 or another 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 Algonquin College Leadership Team (ACLT) member.	Immediate Supervisor
3.	Recommend approval of the Leave(s) which meet the criteria outlined in policy statements 7, 8, and 9 above to the relevant ACLT and Algonquin College Executive Team (ACET) member.	ACLT Member
4.	Review and prioritize all Leave requests received for the area and submit them to the Office of the Senior Vice President, Academic to consolidate applications into one list.	Vice Presidents & ACLT Member
5.	Determine the number of Professional Development Leaves available for faculty and other employees based on Article 20 of the Academic Collective Agreement and considerations under other collective agreement and terms and conditions of employment.	Human Resources
6.	Complete spreadsheet provided by the Office of the Senior Vice President, Academic detailing all academic/faculty applicants with the date of hire 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.	Vice Presidents
8.	Approve requests and inform Human Resources of the employees who have been approved for a Professional Development Leave and those who have not been granted.	President
9.	Inform the applicants, in writing, who have been granted a Professional Development Leave and indicate the requirements to be met.	Human Resources
10.	Inform the applicants, in writing, whose Professional Development Leave request has not been granted.	Human Resources

	Return from Professional Development Leave	
11.	Submit to the immediate supervisor a written report clearly identifying the activities undertaken and the objectives achieved during the Professional Development Leave.	Returning employee
12.	Make a formal presentation of the accomplishments of the Professional Development Leave at a department meeting.	Returning employee
13.	Submit a copy of the report to the ACLT Member.	Immediate Supervisor
14.	Submit a copy of the report to the Vice President.	ACLT Member
15.	Include a summary of the written report in the employee's evaluation and submit to Human Resources.	Immediate Supervisor

RELATED POLICIES

AA47: Scholarly Activity
HR16: Leave of Absence for Personal Reasons
RE05: Intellectual Property

RELATED MATERIALS

Professional Development Leave Request

Academic Collective Agreement

Support Staff Collective Agreement

PT Support Staff Collective Agreement

Administrative Terms and Conditions