

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Professional Development Leave Policy

EFFECTIVE DATE: February 11, 2020

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all full-time academic and administrative employees of Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

2. PURPOSE AND PRINCIPLES

2.1 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 to the College’s and department’s priorities.

3. DEFINITIONS

3.1 Academic Employees

For the purpose of this policy, academic employees refers to faculty, librarians and counsellors.

3.2 Leave

For the purpose of this policy, Leave refers to Professional Development Leave, commonly referred to as a sabbatical, during which the employee is away from the College for a fixed period of time.

4. POLICY

4.1 The current *Academic Employees Collective Agreement* and the *Terms and Conditions of Employment for Administrative Staff* permit the granting of Leaves for academic and administrative employees.

4.2 The number of leaves granted each year will be at the discretion of the President and based on resources available. As stipulated in the *Academic Employees Collective Agreement*, the minimum number of Leaves to be awarded

to academic employees will be respected, subject to the conditions stipulated in article 20.02.

- 4.3 Professional development leaves will normally be completed within a continuous twelve month period for academic and administrative employees.
- 4.4 The salary paid to the employee will be based on the following scale:
 - 4.4.1 Academic Employees: 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 (11) 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.
 - 4.4.2 Administrative Employees: 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 70% of the employee's base salary after eleven (9) years.
- 4.5 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.
- 4.6 To qualify for a professional development leave, an employee will have completed not less than six (6) years of full-time employment at the College. Six (6) years of full-time employment must also be completed between Leaves.
- 4.7 The College may, on its own initiative, propose plans of professional development leave to employees; however no employee shall be under obligation to accept such a proposal.
- 4.8 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.

5. **ACTIVITIES DURING A LEAVE**

Appropriate activities during a Leave can include; but are not limited to:

- development of new professional or technical skills through practical experience to reflect changes in the work force;
- development of materials such as text, software, visual materials required of a specific course or courses;
- retraining for skills required in a different department of the College or to teach in another discipline;
- instructional, individual or directed research related to an identified need by the department or College; and
- completion of formal academic studies

6. ROLES AND RESPONSIBILITIES

6.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

6.2 Vice Presidents

The Vice Presidents are responsible for the effective implementation of this policy and are to resolve any disputes arising over policy interpretation.

6.3 Director, Organizational Development and Talent Management (ODTM)

The Director of Organizational Development and Talent Management implements the procedure by providing leadership, support, and information.

7. EVALUATION

This policy will be evaluated every five years or earlier if required.

8. RELATED MATERIALS

- Academic Employees Collective Agreement
- Terms and Conditions of Employment for Administrative Staff
- PC-41 Professional Development Leave Procedure
- B-9 Professional Development Policy
- PB-9 Professional Development Procedure