

CANADORE COLLEGE
OPERATIONAL PROCEDURES MANUAL

Procedures: Professional Development Leave

1. INTRODUCTION

- 1.1 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. The purpose of the policy is 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.

2. RESOURCES

- 2.1 The following resources are to be used in the administration of this procedure:
Appendix A – Application for Professional Development Leave

3. PROCEDURE

3.1 Approving Candidates for a Leave

In approving candidates for a leave, immediate supervisors are to consider the following:

- The number of years of service the employee has worked without the benefit of a professional development leave.
- The link between the proposed activities and the functions of the employee upon returning to the College.
- The link between the proposed activities and the College Strategic Plan and the 5 pillars.
- The feasibility of the professional development plan being completed in the proposed time.

3.2 Actions and Responsibilities

Action	Responsibility
Submit an application for Professional Development Leave (Appendix A) to your immediate supervisor as per published Budget Timelines.	Applicant
Review application(s) and send recommendations to the concerned Vice President.	Immediate Supervisor

Review and prioritize all Leave applications. Recommend approval of Leaves in order of priority to the President.	Concerned Vice President
Review recommendations and inform Organizational Development & Talent Management of the employees who have been approved for a Leave.	President
Inform employees who have been approved for a Leave and indicate the requirements to be met during the Leave.	Director, Organizational Development & Talent Management
Notify in writing those who were not approved for a Leave and the reasons for the denial.	Director, Organizational Development & Talent Management
In accordance with CA Article 20.02 (xv) <i>The College shall provide to the Union Local, once each year, the names of all applicants and the names of all successful applicants and the duration of the leaves granted.</i> Applicable to Academic Employees (only).	Director, Organizational Development & Talent Management