

# Employee F.A.Q: Professional Development Days (Annual) for Full-time Faculty and Counsellors

## **1. How many days of professional development (PD) are full-time faculty and counsellors entitled?**

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Full-time faculty and counsellors are eligible for at least ten working days of PD in the academic year.

## **3. If a faculty/counsellor participates in PD on the weekend, does this count towards their annual entitlement?**

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No, unless they were previously assigned to work on the weekend that the PD occurs.

## **5. How many consecutive days of PD are full-time faculty and counsellors entitled?**

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At least five of the ten days of PD must be consecutive working days, unless the faculty/counsellor and supervisor agree otherwise.

## **2. If a supervisor does not agree with the proposed PD activities, can they withhold approval?**

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The Collective Agreement requires that the supervisor and employee discuss the proposed PD activities. Arrangements for PD can be made only after that discussion and agreement has been reached.

Agreement cannot be unreasonably withheld.

## **4. How do PD days get recorded and tracked?**

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Once PD has been approved, faculty and counsellors must record their PD days in the MyAbsences system.

## **6. Can unused PD days be carried over into the next year?**

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No. There is nothing in the Collective Agreement that permits the carryover of unused PD days from one academic year to the next. Any days not used by the end of the academic year are forfeited.

## **7. Does PD get recorded on the SWF? If so, how?**

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If PD activities occur during a teaching period for faculty, the PD must be reflected “below the line” on the Standard Workload Form (SWF). The Workload Monitoring Group (WMG) has established how PD should be reflected on the SWF during the teaching period, based on whether it is a “discrete event” (i.e. happens for a short time during the semester) or “ongoing” (i.e. throughout multiple weeks of the semester), as follows:

- Approved PD that is considered to be ongoing and occurs during a teaching period will be averaged "below the line" on the SWF each week of the semester.
- Approved PD that is a discrete event and occurs during a teaching period will be recorded “below the line” on the SWF during the time period that the PD occurs. A different SWF will be issued for the week that the PD occurs, and corresponding adjustments will be made to the SWF to ensure that workload maxima are not exceeded.

If PD occurs during a week when there is no teaching, a SWF will not be issued.

## **8. Are there certain times of the year when faculty are supposed to take their PD days?**

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PD days for full-time faculty would normally be scheduled during non-teaching periods; however, there is nothing in the Collective Agreement that prevents PD days being taken during weeks that a faculty is teaching, if the supervisor agrees to the PD request. Agreement to PD must not be unreasonably withheld, according to the Collective Agreement.

## **9. Does the College cover the cost of PD activities?**

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Full-time academic employees are paid for the time they would be normally scheduled to work when attending their approved 10-days of PD activities. The College may, but is not obligated under the Collective Agreement, to cover the costs of the PD activities.”

## **10. If PD is approved after the SWF has been issued, does the SWF have to be revised to reflect the PD?**

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No, per an agreement with the Workload Monitoring Group.