Procedure for Application and Approval of Professional Development Leaves

The procedures that follow outline the steps involved in the application and approval of Professional Development Leaves for full-time employees.

GENERAL INFORMATION	
Minimum Service to Apply	Full-time employees who have completed six (6) years of full-time service/full-time in bargaining unit with Fleming College may apply
Criteria Used for Evaluation of Applications	a) relevance of proposed activity to College objectives b) benefit to students/clients c) increase in skills/knowledge to be acquired as outlined in his/her Professional Development Plan d) financial considerations, replacement costs and opportunities e) distribution of PD leaves among the various departments/employee groups, including employment equity designated groups f) number of years of full-time service without benefit of a PD leave
Types of PD Leaves	1) Career Development: provides time and opportunities to work for a period in industry, business, professional agency or equivalent; 2) Educational: provides time and opportunity to take recognized courses or programs of study related to current skill set of professional discipline or to a new area of skill development.
Length of Leave	Leaves will be for a period from one to twelve months (for academic employees this is inclusive of vacation)
Reporting Obligations	Those approved for leave will be required to submit progress reports and a final PD Leave report to their supervisor and to the HR Consultant – Staff Development
Obligation to Return	When the PD leave period ends, employees are obligated to return to the College for a period of not less than one year, failing which all salaries and benefits paid to the employee during the PD leave period may be required to be repaid.
External Work/Remuneration	While on a PD leave, employees cannot engage in additional forms of paid work (e.g. teaching part-time, assuming contract positions) for the College. In addition, if an employee receives compensation or payment for paid work from outside sources during the PD leave period, the additional remuneration cannot exceed 100% of the employee's normal salary level when added to the PD leave compensation (i.e. if normally earning $50,000, approved at 70% for a one year period or $35,000, a maximum of $15,000 can be earned externally). Proof of income in periods of PD leaves may be requested.

Salary/Vacation/Pension/Sun Life	Please refer to the Compensation Information for your employee group (Academic, Support or Administrative)
Accrued Vacation to Top-Up Leave	Please refer to the Compensation Information for your employee group (Academic, Support or Administrative)
APPROVAL STEPS	
Application submitted to Supervisor/Chair	The employee completes the application and forwards to his/her Supervisor/Chair within published timelines.
Supervisor/Chair Recommendation	The Supervisor/Chair reviews the application and provides his/her recommendation for approval or denial to the Director/Dean.
Director/Dean Recommendation	The Director/Dean reviews the application and provides his/her recommendation for approval or denial to SMT.
SMT Approval	SMT reviews all applications in relation to the evaluation criteria and collective agreement requirements and determines approval or denial.
ROLES & RESPONSIBILITIES	
Applicant (employee)	- initiates the process by completing an Application for PD form and submitting to his/her supervisor/Dean within prescribed timelines - ensures that the objectives of the PD Leave are consistent with and included in the applicant's personal PD Plan - involves his/her Supervisor/Chair and others to assist in proposal development where necessary - involves external contacts where necessary to ensure that the proposed PD leave is acceptable to the organization concerned (i.e. when PD leave involves business, industry, educational institutions, agencies) - ensures that the proposal meets the guidelines/format requirements as outlined below
Supervisor/Chair	- provide the applicant with assistance and support in developing application - ensure that learning objectives of the PD Leave are consistent with the applicant's personal PD Plan - ensure that the application is consistent with guidelines/format as outlined below - develop an appropriate replacement strategy to cover the applicant's leave - discuss with his/her Director/Dean to ensure agreement and to consider funding/budgetary support - where budgetary support is not in place, identify budgetary requirements when submitting applications to Director/Dean - upon receipt of the application, review and provide recommendation to Director/Dean
Director/Dean	- discuss with his/her Supervisor/Chair to ensure agreement and to consider funding/budgetary support

	- where budgetary support is not in place, identify budgetary requirements when submitting applications to SMT - upon receipt of the application, review and provide recommendation to SMT member - the Director/Dean will notify each applicant in writing of the final disposition of his/her application. In cases where the application has been denied, the Director/Dean will provide the reason(s) for the denial.
SMT	- SMT reviews all applications in relation to the evaluation criteria and collective agreement requirements and determines approval or denial. - if the number of eligible applications does not exceed the contractual or college requirements, SMT will recommend approval and forward applications to the HR Consultant – Staff Development, subject to the applications meeting all PD leave criteria - if the number of eligible applications exceeds the contractual or college requirements, preference shall be given in accordance with Article 20.02(xii) of the College Agreement for academic employees. SMT will forward the applications in the recommended order of approval to the HR Consultant – Staff Development, subject to the applications meeting all PD leave criteria the SMT member will present their recommended applications to SMT for discussion. When reasonable backfill costs exceed department savings from reduction in full-time salary due to an approved sabbatical, Corporate PD will cover the difference.
HR Consultant – Staff Development	- will provide oversight and support to the application and approval process for all employee groups - will establish maximum # of applications for approval (according to academic CA and ELT direction) - will ensure associated documentation is up-to-date and available on-line - will provide advice/counsel to all involved in the application/approval process - will consolidate all applications, their approval status, and budgetary implications for presentation at SMT - will provide effective liaison within HR to ensure coordination between HR Consultants, HR Reps, Benefits and Payroll Administration - will prepare letters to applicants for Director/Dean signature - will provide benefit, salary and leave information to applicants - will conduct periodic inquiries and request updates in line with application approvals (progress and final reports)
GUIDELINES/FORMAT - APPLICATION	
Electronic Format	All applications must be completed in Word format and saved as an e-file. Submitted applications are to be paper-based with applicant signature and date in place.
Assistance	All sections of the application must be completed. Your supervisor/chair and HR representative can assist you in completing the application.
Activity – PD Leave	This section of the application must included the details of your PD leave activity including

	dates, times, locations, unusual costs associated with the leave, etc.
Length of Service/Rate of Compensation	If you are unsure of your years of service for PD leave purposes, please contact your HR representative
Vacation Planning	For academic employees, you must identify your normal vacation period for purposes of prorated salary payment. For Support & Admin., plans for utilizing vacation beyond the leave period are required. If you are unsure of how this will affect you, please contact your HR representative.
GUIDELINES/FORMAT – FINAL REPORT	
Electronic Format	The final report must be prepared in Word format.
Content	The report must include the following: - summary of the PD leave activity - benefits that resulted to the college, students/clients, applicant - evaluation/evidence that learning objectives were achieved - analysis of actual time spent - plans for applying knowledge and skills gained through PD leave - general evaluation of the PD leave experience - recommendations for future applicants
Timelines	The final report must be submitted within one month of completion of the PD leave.
Report Distribution	The final report must be submitted to the following: - President - VPA (for academic employees) or VP HR (support or admin.) - Supervisor/Dean (for sharing with his/her ELT representative)