Compensation Information
Administrative Employees
Professional Development Leaves

The following information should be considered when applying for a Professional Development Leave (sabbatical). In particular, there are implications for salary, vacation and sick leave entitlements.

DATES

The term of your P.D. leave is as indicated in the Application for Professional Development Leave and will be confirmed by a letter of approval from the President. Leave salary aligns directly with the leave dates so care must be taken to ensure that beginning and end dates of leave reflect the actual period of PD leave activity.

SALARY

In accordance with the Terms and Conditions of Employment for Administrative Staff (Article 6.7), administrative employees who have completed six (6) years of full-time administrative service from their date of full-time hire with Sir Sandford Fleming College, may apply. If the P.D. Leave is granted, the salary paid to the employee will be based on the following scale:

55% more than 6, up to 7 years
60% more than 7, up to 8 years
65% more than 8, up to 9 years
70% more than 9, up to 10 years
75% more than 10, up to 11 years
80% more than 11 years

55% of the employee's normal salary increasing by 5% per year to a maximum of 80% of the employee's normal salary after eleven years.

The college's payment is subject to reduction if the aggregate of the college's payment and compensation or payments from other sources payable to the employee during the leave period exceeds the amount of an employee's normal salary. Proof of income may be requested.

PAID WORK

You cannot engage in additional forms of paid work (e.g. teaching part-time, assuming contract positions) **for the College** while on P.D. Leave.

VACATION

You continue to accrue vacation credits while on P.D. Leave. In consultation with your supervisor, your P.D. leave proposal should include a plan on when this vacation will be taken (at full salary).

You have the option of requesting use of accrued carry-over vacation days to top up your PD leave compensation level to 100% of your regular salary. The cost of using accrued carry-over vacation must be covered by your home department/school. The Dean/Supervisor must approve this request. If approved, you must liaise with HR as outlined below, to confirm details including: the number of carry-over days to be paid out, any tax adjustment requested, timing of lump sum payment of vacation pay-out. Any carry-over vacation days bought out to top-up your PD leave must be recorded on your EAR as taken with a note of explanation ("PD Leave Top-up). Your vacation pay-out is not pensionable and pension contributions are not deducted.

SICK LEAVE
Sick days do not accrue while on P.D. Leave

SUN LIFE
Benefits that are in effect at the commencement of the leave remain in force for the P.D. Leave period. Premium sharing arrangements continue as usual.

PENSION
Pension contributions continue based on "deemed" earnings. Contributions will continue on your full salary.

UNPAID LEAVE
If your Leave is unpaid, the cost of benefits and pension (including both employee/employer share) is the responsibility of the employee for the duration of the Leave.

If you have questions regarding your benefits, please do not hesitate to contact Human Resources.
