

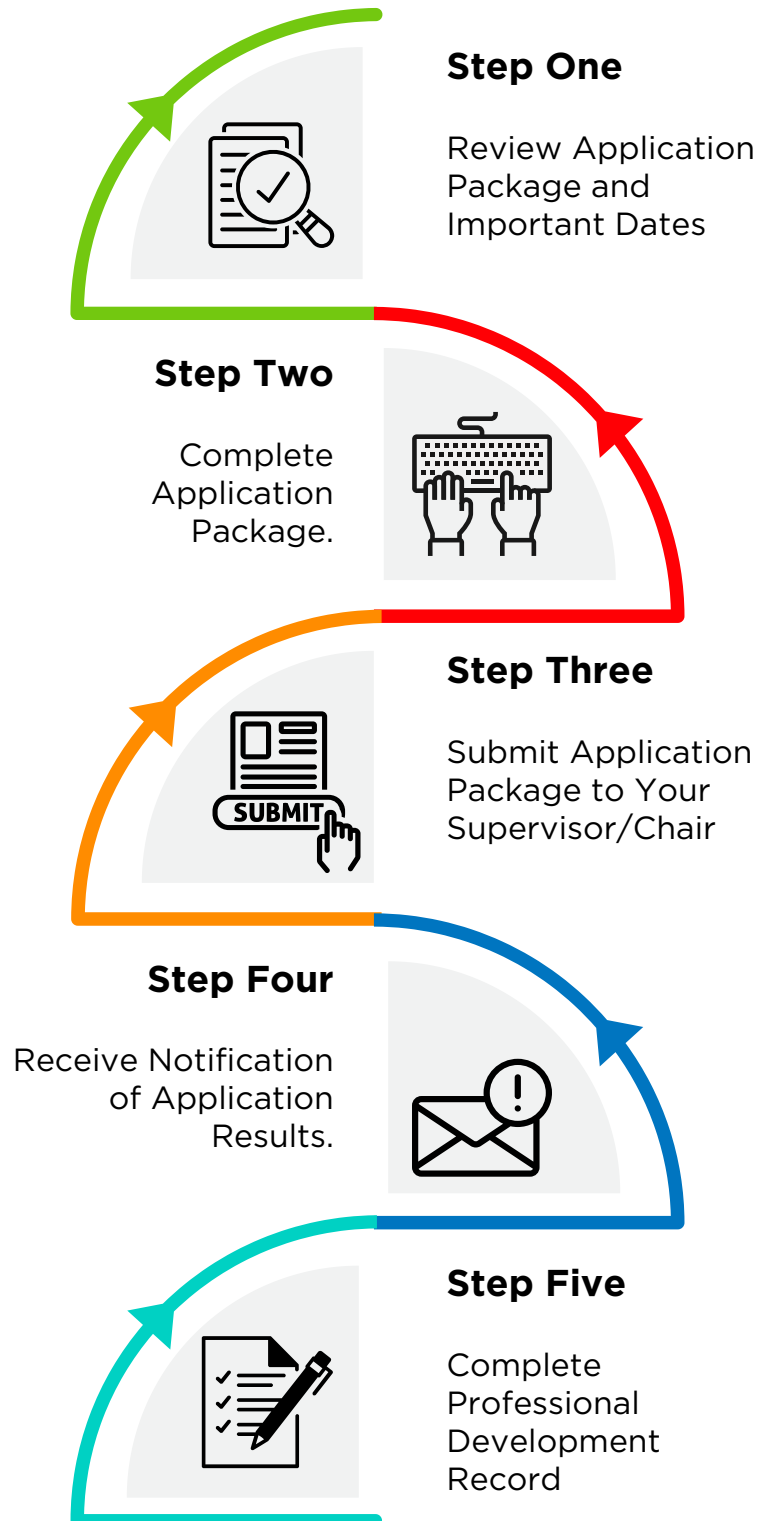


FLEMING

Overview of the Professional Development Leave Process

For Applicants

Overview of the Professional Development Leave Process: For Applicants



Step One

Review Application Package and Important Dates

Begin by reviewing and familiarizing yourself with the application package. The application package requires you to provide information on your proposed leave as well as describe and identify how your leave will contribute to your own professional development as well as benefit students/employees across the College.

As you reflect on your professional development leave goals, you may find it useful to connect with your Supervisor/Chair at this stage. Having ongoing conversations about your professional development and career goals is strongly encouraged, and your Supervisor/Chair may be able to support you in clarifying your professional development goals in relationship to your position within the College.

Completing your application may take some time. You are encouraged to reflect on how your proposed professional development leave connects to the College's strategic directions.

At this step, you are also encouraged to review important dates within the application cycle.

Step One Action Summary

- Review application package
 - Review important dates within the application cycle
 - Consider having an early conversation with your Supervisor/Chair around your professional development goals and desire to take a professional development leave
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Step Two

Complete Your Application Package

Once you have reviewed the package, the strategic directions of the College, and are aware of the important dates within the process, you are ready to complete your application package.

The application package contains four sections:

1. Section One: Applicant and Leave Details
2. Section Two: Statement of Plan for Professional Development Leave
3. Section Three: Benefits and Relevancy of Professional Development Leave
4. Section Four: Attestation and Senior Support

The application package for professional development leave only includes time away from the College. It does not include approval for tuition assistance or any other financial support to pursue your professional development activity.

If you wish to also apply for tuition support for your professional development activity, you will need to follow the tuition support procedure. Tuition support for professional development activities requires the completion and approval of a program application form prior to enrollment in your program or professional development activity. This form must be submitted concurrently with your professional development leave application package.

Step Two Action Summary

- Complete application package
 - If you wish to apply for tuition reimbursement, you may also complete a program application form for review and approval (Form #3-346-01)
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Step Three

Submit Application to Your Supervisor/Chair

Once all sections of your professional development leave application package are completed, you are ready to submit your package to your Supervisor/Chair for review.

Your Supervisor/Chair may request to connect with you before approving or reviewing your professional development leave application. Having regular conversations on professional development goals and career development is strongly encouraged. You may also request to meet with your Supervisor/Chair to discuss your application package.

Once received, your Supervisor/Chair will review your package and make a recommendation to approve or not approve your professional development leave. If your Supervisor/Chair recommends that your professional development leave is not approved, they will have a conversation with you to review and discuss their decision.

After reviewing, your Supervisor/Chair will forward your application to your Director/Dean for review. Your Director/Dean will review your application and will also make a recommendation to approve or not approve your application.

Your application will then be received by the Senior Management Team for final review and decision.

Step Three Action Summary

- Meet with your Supervisor/Chair to review your professional development leave application package (encouraged, but not required)
 - Submit your completed application to your Supervisor/Chair
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Step Four

Receive Notification of Application Results

All professional development leave applications are received and reviewed by the Senior Management Team. The senior team will review your application in its entirety, consider comments from your Supervisor/Chair and Director/Dean, and will consider how your professional development leave relates to the strategic directions of the College.

Once the senior team has reviewed all applications, they will decide which applications are approved/not approved. Your senior team member will notify you of the Senior Management Team's decision regarding your professional development leave application.

If you have questions about their decision, you are encouraged to reach out to your senior team member for further clarification and/or information. Your Director/Dean and union leader (if applicable) will also receive notification of your application status.

If your application is approved, you will proceed to step five within the process. If your application is not approved, you are encouraged to consider and review what other professional development activities will support you in pursuing and achieving your professional development goals.

Step Four Action Summary

- Review your application results
 - If approved, proceed to Step Five
 - If not approved, consider other professional development activities to support you in achieving your professional development goals
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Step Five

Complete Professional Development Reports

The final step within the process is completing your professional development leave and submitting your professional development leave report.

You will need to complete two reports:

1. An interim professional development leave report (approximately halfway into your professional development leave)
2. A final professional development leave report (at the conclusion of your professional development leave)

These reports are intended to support a reflective process where you will be asked to share updates on your activities, learning outcomes, and accomplishments. Report templates are available on the human resources department page.

Your interim and final reports should be submitted to:

- Your Supervisor/Chair
- Your Director/Dean
- Your SMT member
- Human Resources via the Professional development inbox

If you have any questions, please direct them to pd@flemingcollege.ca

Step Five Action Summary

- Complete and submit your interim professional development leave report
 - Complete and submit your final professional development leave report
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Frequently Asked Questions

How is my application evaluated?

Your application will be evaluated based on the following criteria:

- Relevance of the proposed activities to College objectives
- Benefit to students
- Increase in skills/knowledge to be acquired as outlined in the employee's Development Plan
- Financial considerations, including replacement costs and opportunities
- Distribution of PD leaves across schools/departments, and including members of equity-seeking groups
- Years of service without benefit of a PD leave

If my application is approved, do I get tuition assistance?

If your professional development leave is approved, you have been approved for time away and for a portion of your salary to be paid during this leave. Your leave application does not approve tuition assistance. Receiving tuition assistance is a separate process. If you would like to submit for tuition assistance, you will need to complete a program application form. Please submit this at the same time as your professional development leave application.

More information on tuition assistance can be found in procedure OP 3-346B.

How do I apply for tuition assistance?

To apply for tuition assistance, begin by completing a program application form. This form will ask you to describe details of the program, courses, educational outcome(s), breakdown of costs, anticipated time to complete the program, and evidence of accreditation.

The program application form can be found on the Human Resources Department web page. More information on the tuition assistance process can be found in procedure OP 3-346B.

What if my Supervisor/Chair or Director/Dean doesn't approve my application?

If your professional development leave application is not approved by your immediate/department leaders, it will still be presented to the senior management team for review. The senior management team receives and reviews all applications for professional development leave, even if they have not been approved by your leader(s). The senior team will take your leader(s) comments into consideration when reviewing your application.

If your direct leader(s) have not approved your application, they will discuss their reasoning with you. You are encouraged to have these conversations and to continue to explore how you can continue to pursue professional development opportunities.

Where do I go if I have questions?

If you have questions, reach out to pd@flemingcollege.ca