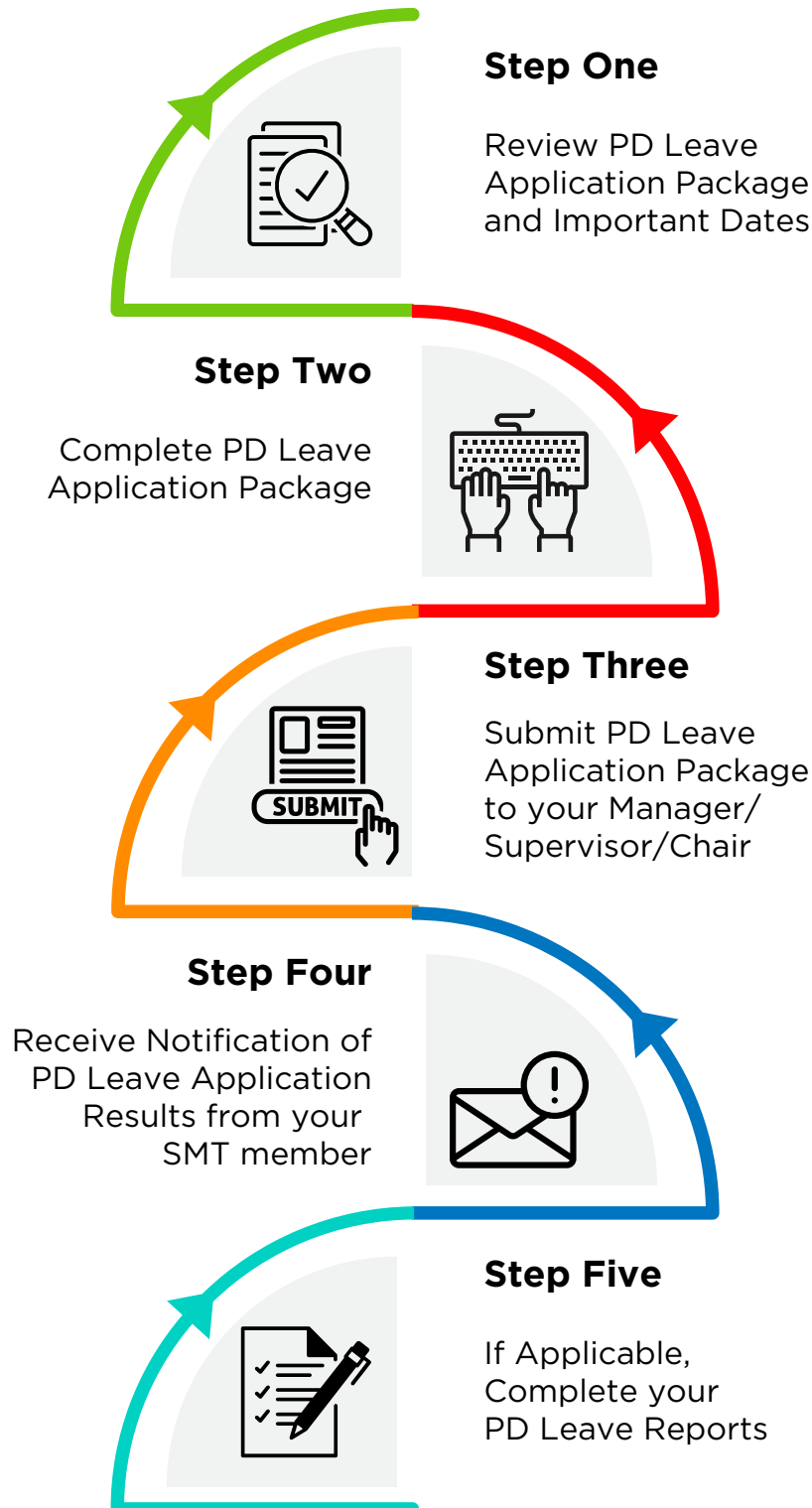


Professional Development Leave Process Overview For Applicants



Step One

Review PD Leave Application Package and Important Dates

Begin by reviewing and familiarizing yourself with the Professional Development (PD) Leave 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 its proposed benefit(s) to the College.

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

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

Step One Action Summary

- Review the PD Leave Application Package
- Review important dates within the application cycle
- Consider having an early conversation with your Manager/Supervisor/Chair around your professional development goals and desire to take a professional development leave

Step Two

Complete Your PD Leave Application Package

Once you have reviewed the PD Leave Application Package and are aware of the important dates within the cycle, you are ready to complete your application.

The PD Leave 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 PD Leave Application Package only includes time away from the College. It does not include approval for tuition reimbursement or any other financial support to pursue your professional development activity.

If you wish to also apply for tuition reimbursement for your professional development activity, you will need to follow the Tuition Reimbursement Procedure (OP 3-346B). Tuition reimbursement for professional development activities requires the completion and approval of a Program Application Form (3-346B-01) prior to enrolment in your program or professional development activity. This form must be submitted concurrently with your PD Leave Application Package.

Step Two Action Summary

- Complete your PD Leave Application Package
- If you wish to apply for tuition reimbursement, you must also complete a Tuition Reimbursement Program Application Form (3-346B-01) for review and approval

Step Three

Submit PD Leave Application to Your Manager/Supervisor/Chair

Once all sections of your PD Leave Application Package are completed, you are ready to submit your package to your Manager/Supervisor/Chair for review.

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

Once received, your Manager/Supervisor/Chair will review your application and make a recommendation to approve or not approve your professional development leave. If your Manager/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 application, your Manager/Supervisor/Chair will forward the 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 your Senior Management Team member and presented to the full Senior Management Team (SMT) for final review and decision.

Step Three Action Summary

- Connect with your Manager/Supervisor/Chair to review your PD Leave Application Package (encouraged, but not required)
- Submit your completed PD Leave Application Package to your Manager/Supervisor/Chair

Step Four

Receive Notification of PD Leave 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 Manager/Supervisor/Chair, Director/Dean, and SMT member, and will consider the proposed benefit(s) to you and to the College as a result of the professional development leave.

Once the senior team has reviewed all applications, they will decide which applications are approved/not approved. Your SMT 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 SMT 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

Step Five

Complete PD Leave Reports

The final step within the process is completing your professional development leave and submitting your Professional Development Leave reports.

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, under Employee Learning and Development.

Your interim and final reports should be submitted to:

- Your Manager/Supervisor/Chair
- Your Director/Dean
- Your Senior Management Team 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
- Discuss with your manager how to sustain your learning and integrate it into your position at the College

Frequently Asked Questions

How is my application evaluated?

Criteria used for evaluation of applications include the proposed benefit(s) to the College and to the employee.

If my application is approved, do I receive tuition reimbursement?

If your professional development leave is approved, you have been approved for time away from the College and for a portion of your salary to be paid during this leave. An approved PD Leave Application does not approve tuition reimbursement or any other funding support for the PD activity outlined in the application. If you would like to submit for reimbursement, this is a separate process and you must complete a Tuition Reimbursement Program Application Form (3-346B-01). Please submit this form at the same time as your PD Leave Application Package.

More information on the tuition reimbursement process can be found in procedure OP 3-346B.

How do I apply for tuition reimbursement?

To apply for tuition reimbursement, begin by completing a Tuition Reimbursement Program Application Form (3-346B-01). 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 Tuition Reimbursement Program Application Form (3-346B-01) can be found on the Human Resources Department web page, under the Employee Learning and Development section.

More information on the tuition reimbursement process can be found in procedure OP 3-346B.

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

If your PD 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, please reach out to Human Resources via the Professional Development inbox (pd@flemingcollege.ca).