

REQUEST FOR PROFESSIONAL DEVELOPMENT LEAVE – ARTICLE 9.5

SUPPORT STAFF ONLY

SECTION 1 - Employee Information:

Name: _____	Dept: _____	Supervisor: _____
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SECTION 2 – Leave Date(s) Requested: (MM-DD-YYYY)

In accordance with the OPSEU Collective Agreement for Support Staff, bargaining unit employees are entitled to take up to three (3) paid professional development per year (September 1 – August 31)

Date Requested: _____ Full Day Half Day Quarter Day
 Date Requested: _____ Full Day Half Day Quarter Day
 Date Requested: _____ Full Day Half Day Quarter Day

SECTION 3 – Professional Development Activity:

Development activities under Article 9.5 shall be used to enhance the employee’s transferrable job skills and can include such activities as attending seminars, participating in College staff development activities, job shadowing, and other legitimate training and education activities. Fleming College encourages participation in legitimate ‘service learning’ opportunities for registered charitable organizations within the communities we serve and beyond.*

PD Activity: _____

Description of Transferrable Job Skills Enhancement:

** NOTE: Requests to attend education/training activities which are explicitly addressed within the collective agreement under a separate Article shall not be considered under Article 9.5. (e.g. attendance at Union conventions or seminars, Article 5.1.1)*

SECTION 4 – EMPLOYEE SIGNATURE:

Employee: _____ Date: _____

SECTION 5 – SUPERVISOR RESPONSE & SIGNATURE:

Approved Partially Approved Denied

Where the employee’s request has been partially approved or denied, the supervisor will provide the rationale for the decision to the employee. Requests will not be unreasonably denied.

Supervisor Signature: _____ Date: _____

EMPLOYEE → SUPERVISOR → HUMAN RESOURCES (PROFESSIONAL DEVELOPMENT)

↓
 EMPLOYEE → ‘MY ABSENCES’