



# Fleming College

## Compensation Information

### Academic Employees

### Professional Development Leaves

The following information should be considered when applying for a professional development leave. 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 Vice President, Academic, along with the details of your vacation period. Leave salary will align 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, factoring in the regular vacation period.

#### **SALARY**

In accordance with the Collective Agreement (Article 20), full-time academic employees who have completed six (6) years of service in the bargaining unit 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.

#### **SENIORITY**

Seniority continues to accrue while you are on your P.D. Leave.

## **VACATION**

Pay during your vacation period will be pro-rated. Proration will be an average of the percentage of pay during your period of assigned workload and your percentage of pay during your sabbatical period. For example, if you are approved for a 4-month sabbatical you will be paid as follows:

- 4 months at the Collective Agreement established percentage of pay (see Salary Section noted above) for the sabbatical period,
- 6 months at 100% of salary for the assigned workload period and,
- 2 months at a prorated percentage for the vacation period.

As of July 1, 2017, vacation is not available to be paid as top-up and must be used as per the [academic vacation approval form](#).

## **SICK LEAVE**

Sick days continue to accrue while on P.D. Leave.

## **SUN LIFE**

Sun Life group benefits in effect at the beginning of the leave continue during the leave period with the normal employer/employee cost-sharing arrangement according to the applicable Collective Agreement or Terms and Conditions of Employment.

## **CAAT PENSION**

CAAT Pension Plan contributions will be based on 100% salary level and full credited service will apply during the leave period.

## **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.

Updated September 20, 2005, August, 2007, November 2009, November 2016, January 2017, November 2017

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If you have questions regarding this information, please do not hesitate to contact Human Resources, [Shannon Beaudoin](#).

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