

Procedure Title:	Professional Development – Administrators
Procedure ID:	#OP 3-346C-3
Manual Classification:	Section 3 – Human Resources
Linked to Policy:	#3-346 Employee Learning & Development
Originally Approved:	February 2022
Approved by Senior Management Team (SMT):	October 2023
Effective Date:	January 2024
Next Review Date:	2027
Contact for Procedure Interpretation:	Vice-President, Organizational Effectiveness and Human Resources

1.0 – Purpose

The purpose of this procedure (the “**Procedure**”) is to set out instructions for the administration of professional development leading to continuous learning and improvement for the College’s Eligible Employees.

Terms not defined in this Procedure have the same meaning found in its linked [College Policy 3-346 Employee Learning & Development Policy](#).

2.0 – Definitions and Acronyms

Capitalized terms not defined in this Procedure have the same meaning found in its linked Policy.

3.0 – Scope

In the case of this Procedure, Eligible Employees include post-probationary regular full-time and regular part-time Administrators.

4.0 – Procedure

4.1 General Principles: Other procedures under the umbrella Employee Learning & Development Policy #3-346 continue to apply, as appropriate, including OP #3-346A Fleming Tuition Subsidy and OP #3346B Tuition Reimbursement.

4.2 Funding for Professional Development: Funding for professional development is budgeted at both the College and department/School level.

4.3 Professional Development Leaves (Sabbaticals):

- a) Non-probationary regular full-time and regular part-time Administrative employees are eligible to apply for a Professional Development (PD) leave or sabbatical.
- b) PD leave may be for career development through a period of work experience in industry, business, a professional agency, or equivalent, or for education.
- c) PD leaves can range from one to 12 months in duration.
- d) Criteria used for evaluation of applications includes:
 - Relevance of the proposed activities to College objectives
 - Benefit to students
 - Increase in skills/knowledge to be acquired as outlined in the individual'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.
- e) Evaluation criteria may be adjusted from time to time to better align with evolving College circumstances and priorities.
- f) In order to be considered for a paid PD leave, Administrative employees must have received an annual performance rating of Above Expectations or Exceeds in at least the most recent performance period, and in the last two consecutive performance periods in order to be considered for a paid PD leave of 80% of annual salary or higher.
- g) PD leaves may be paid a percentage of salary up to 100% of normal salary, unpaid, or a combination of the two, at the sole discretion of the College.
- h) Any applicable compensation from the College is reduced where the aggregate of College-paid salary and income or payments from other sources payable to the employee during the PD leave period exceed the amount of the employee's normal salary. Proof of income may be requested.
- i) Service and sick days continue to accrue during PD leave.
- j) Sun Life group benefits in effect at the start of the PD leave continue during a paid PD leave period with the normal employee/employer cost-sharing arrangement.
- k) CAAT Pension Plan contributions will be based on 100% salary and fully credited service will apply during a paid PD leave.
- l) If a PD leave is approved as an unpaid leave, the employee is responsible for both the employee and employer costs of maintaining benefits and pension for the duration of the leave.

- m) Administrators approved for PD leave are required to submit progress reports and a final PD leave report to their manager, SMT member, and VP, OEHR. The final report must be submitted within one month of returning from leave and is to include:
- A summary of PD leave activity
 - Benefits that resulted to the College, students, or clients
 - Evaluation/evidence that the learning objectives were achieved
 - Analysis of actual time spent
 - Plans for applying knowledge and skills gained through PD leave
 - General evaluation of the PD leave experience
 - Recommendations for future applicants
- n) Employees may be required to return to the College for a pre-determined period of up to one year following expiry of the PD leave, failing which all salaries and benefits paid to the employee during the PD leave will be repaid by the employee on a prorated basis.
- o) Administrative employees whose applications are approved by SMT will be required to accept all applicable terms and conditions identified by SMT, in writing, before the leave is considered fully approved.
- p) The College will initiate an annual application period for PD leaves for the following calendar year with instructions and application forms.

5.0 – Related Documents

- College Policy #3-346 Employee Learning & Development
- Administrative Terms and Conditions College Policy #3-346 Employee Learning & Development

6.0 – History of Amendments & Reviews

Date	Action
February 2022	Original Approved
October 2023	Reviewed and updated