

1.0 ASSOCIATED POLICY

Learning and Development Policy

2.0 DEFINITIONS

Executive Officer

Executive Officer positions include the president and vice-presidents.

Out of Scope (OOS) Manager

An individual who has been delegated managerial responsibility for others working at the University and who is not part of a bargaining unit.

Professional Development Leave

A paid leave of absence to support employees in completing approved professional development activities.

3.0 PROCEDURE ELEMENTS

- 3.1 To access a Professional Development Leave, the employee must hold a continuing appointment and have completed at least five (5) years of satisfactory service at the University.
- 3.2 To request a Professional Development Leave, an employee must prepare a detailed proposal outlining planned activities, how these activities will contribute to the University's strategic priorities and the employee's development at the University; and a breakdown of financial support requested.
- 3.3 Professional Development Leaves must be approved by an Executive Officer, based on the following considerations:
 - 3.3.1 The needs and goals of the employee and the impact that this development will have on the University.
 - 3.3.2 Availability of resources.
 - 3.3.3 Operational requirements that may be affected by the leave.
 - 3.3.4 Any other criteria deemed appropriate by the Executive Officer.
- 3.4 Conditions of the Professional Development Leave
 - 3.4.1 The Executive Officer may require that the employee provide proof of satisfactory completion of courses, regular updates regarding the employee's progress relative to their proposal, or any other terms or conditions the Executive Officer deems appropriate.
 - 3.4.2 A Professional Development Leave will not normally exceed twelve (12) months. The President may grant extensions.

- 3.4.3 The employee must use previously earned vacation entitlements during their leave and must take any vacation entitlement earned during the leave within that leave period. Vacation entitlements accumulated during the leave will not be carried forward.
- 3.4.4 The employee will sign a return service agreement requiring them to fulfill two (2) months of service for each month of employer-paid leave granted. An employee who does not fulfill the return service commitment may be required to repay the University, on a prorated basis, an amount equivalent to the value of the unfulfilled return service.
- 3.4.5 At the conclusion of the leave, the employee has the right to return to the position held at the commencement of the leave. If that is not possible, the employee will be provided with alternate work that is of a comparable position and salary.
- 3.4.6 The employee is responsible to the Executive Officer for fulfilling the terms under which the leave is granted and will submit any requested reports regarding the leave.
- 3.4.7 If, in the opinion of the Executive Officer, the employee is not fulfilling the terms under which the leave is granted, the Executive Officer may take action, including, but not limited to, the withholding of financial support or cancellation of the leave.
- 3.4.8 Applications may be considered for subsequent leaves at five (5) year intervals from the end date of the last Professional Development Leave.

3.5 Financial Support

- 3.5.1 During the approved leave period, the employee will be paid at least 85% of the salary in effect at the start of the leave.
- 3.5.2 During the leave, and subject to any changes in the benefit plan provisions, the employee and the employer will continue to share the cost of benefit and pension premiums, as established prior to the leave.
- 3.5.3 Funding to support travel, tuition, lodging, or other associated costs may be allowed at the discretion of the Executive Officer and must be outlined in the employee's Professional Development Leave proposal. Such costs are subject to the University's *Allowable Expenses Policy*.
- 3.5.4 Should the employee fail to fulfill the terms of the leave or fail to satisfactorily complete the return service commitment, the employee will re-pay the University for any financial assistance provided. Such liability may be waived by the Executive Officer in extenuating circumstances or in the event of the employee's death, disability, or employer-initiated termination of employment prior to the completion of the leave or return service commitment.
- 3.5.5 Salary continuance during the leave is contingent upon the employee's exclusive employment with the University. Any concurrent employment must be disclosed as per the Employees' Code of Conduct and reviewed by the OOS Manager. If the employee has concurrent employment that was previously disclosed and approved, it must be reviewed and affirmed prior to the leave.

4.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Career Development Fund Procedure

5.0 ACCOUNTABILITY

Responsible Office
Human Resources

6.0 HISTORY

Relevant Dates

Approved: **25.07.22**

Effective: **25.07.22**

Next Review: **30.07**

Modification History

25.07.22: New Procedure approved by President's Policy Committee (Action Log: EC 2025.07.22-03.1).