

## **10.5 Professional Development Leave**

### **10.5.1 General Purpose**

The general purpose of Professional Development Leave is to promote leadership in technological education through leaves intended:

- 10.5.1.1 to maintain currency, flexibility and professional competence of Employees, and
- 10.5.1.2 to augment the professional development of the individual Employee.

### **10.5.2 Committees**

- 10.5.2.1 A Professional Development Leave Committee shall be established for teaching Faculty in the programmes in each of the following general areas: business; engineering, electronics, and computing studies; health; and academic studies. Each Committee shall consist of three (3) excluded management personnel and three (3) representatives appointed by the Union. The Employer shall appoint a Dean or Associate Dean from each general area as non-voting chair.
- 10.5.2.2 For all Other Staff (Non-Teaching Faculty, Assistant Instructors and Technical Staff) the Institute shall establish an "Other Staff SuperCommittee" which shall be composed of one representative from each School or Division appointed by the Union and an equal number of excluded management representatives. A Vice-president or equivalent shall act as non-voting Chair.
- 10.5.2.3 The Committees shall establish multiple application dates, to a maximum of three (3) dates per year.
- 10.5.2.4 The Committees shall make decisions by majority vote of individual members.
- 10.5.2.5 The Committees shall act in a manner which is fair, reasonable, and consistent with the Collective Agreement.
- 10.5.2.6 Deadlocks in the Committees shall be referred to the parties for resolution, as shall questions of interpretation or application of the Collective Agreement. An applicant may appeal, on the basis of Article 10.5.2.5 above, to the Labour/Management Committee. Deadlocks between the parties are subject to the grievance procedures.
- 10.5.2.7 The Committees shall prepare an annual report to the Employer and the Union on the expenditure of funds under their control.

### **10.5.3 Eligibility, General Criteria and Requirements**

- 10.5.3.1 All Regular Employees with a minimum of one (1) year of full time service with the Employer shall be eligible to apply for leave of up one (1) year which may be renewed or extended.
- 10.5.3.2 Leave applications, which in the opinion of the Committee benefit the applicant and the Institute, will be considered for approval by the Committee, subject to the availability of funds and criteria established by the Committee. Funding approval may include tuition, conference fees and/or expenses related to the same Professional Development activity.

- 10.5.3.3 All leaves that are approved will be granted with out loss of pay or benefits to a maximum of nine (9) academic months. Backfill costs will be paid out of the Fund.
- 10.5.3.4 The Leave may be taken in a single block of time or may be taken in weeks, days, or hours at a time, spread over a maximum of a twelve (12) month period.
- 10.5.3.5 Regular Employees who wish to take leave under this provision must initially apply to their Department for this leave. Departmental approval may be withheld on the basis of the inability to find a suitable replacement.
- 10.5.3.6 The application must include a statement of the applicant's intention to continue employment at the Institute at the expiry of the leave. In accepting a paid leave, the Employee shall be deemed to accept the obligation to undertake a subsequent period of employment equal in time to the period of paid leave.
- 10.5.3.7 The application must include a statement of the proposed courses, study or work experience, and of the applicant's perception of the relevance of the planned activity to the applicant's current or possible future role in the Institute, or to the Institute's concerns.
- 10.5.3.8 The applicant shall include, where relevant, adequate documentary evidence of acceptance into the proposed program of studies or work experience situation. The Professional Development Leave Committee shall waive this requirement if time constraints require. However, the Employee on leave shall supply such documentation to the Committee as soon as available.
- 10.5.3.9 Any applicant shall, upon request, be permitted, or may be required, to appear in person when the Committee is considering the applicant's case.
- 10.5.3.10 An Employee who becomes ill while on paid leave shall inform the Employer if, and as soon as, the Employee becomes aware that the illness is likely to affect the carrying out of the planned activity. An Employee on Professional Development Leave shall be entitled to Sick Leave at one hundred percent (100%) of the Employee's regular remuneration, subject to the provisions of Articles 9.3 and 9.12.2.
- 10.5.3.11 An Employee on Professional Development Leave shall bear the responsibility of notifying their Committee of any significant changes in their leave activity so that the Committee has sufficient time to review the revised proposal for the Leave in accordance with Article 10.6. The Committee shall either approve the revised Leave or withdraw approval. Approval of a revised leave shall not be unreasonably withheld.
- 10.5.3.12 Within one (1) month, exclusive of vacation time, after expiry of the Professional Development Leave, an Employee shall present a written report of relevant activities during the Leave to the Employee's Department and the Committee and shall report to the Committee income stemming directly from approved leave activity.

#### **10.5.4 Assessment Criteria**

- 10.5.4.1 Each Committee shall create and maintain, in a public forum, the guidelines and criteria that it shall use in evaluating Professional Development Leave proposals.
  - 10.5.4.1.1 Guidelines must ensure that at least one-third (1/3) of the committee's funds, including surpluses, are used for proposals whose value exceeds the value of four (4) months leave.
- 10.5.4.2 If there are insufficient funds to enable all qualifying leaves to be granted, the following weighting factors shall be applied:
  - 10.5.4.2.1 Weight and significance of the proposed activity in terms of the standards of the field in which it is planned; the more weight or significance, the higher the priority.
  - 10.5.4.2.2 Clarity of the planned program; the greater the clarity, the higher the priority.
  - 10.5.4.2.3 Total length of previous paid leaves; the shorter the leave, the higher the priority.
  - 10.5.4.2.4 Length of employment since a previous paid leave; the greater the length of intervening employment, the higher the priority.
  - 10.5.4.2.5 Equalization of leave opportunity among individual Employees in different Departments; priority shall be given to leaves which tend to equalize opportunity.
  - 10.5.4.2.6 The rarity of occurrence of the planned activity; e.g. a once-in-ten-years conference as compared to courses offered every year; the rarer the occurrence, the higher the priority.
  - 10.5.4.2.7 Seniority, if all other relevant factors are equal; the greater the seniority, the higher the priority.
  - 10.5.4.2.8 Other factors above being equal, leaves involving work experience may be given priority over leaves involving solely study, research, or course activity.