



Official Policy

Division or Sector: Human Resources

Responsibility: Human Resources

Policy Number: 7160-36

Title: Faculty - Leave of Absence for Professional Development

PROCEDURES:

1. The full-time teacher applying for a leave must have accumulated two (2) years' seniority before the leave begins.
2. The normal duration of leave for Professional Development without pay is at least one (1) semester but no longer than two (2) years or the equivalent.
3. Applications for leaves of absence for Professional Development, accompanied by a rationale, must be submitted in writing to the Director of Human Resources by April 15 for the Autumn and year-long leaves, and by October 15 for Winter leaves. The Committee issues its written decision as soon as possible and no later than by May 1, and November 1, respectively.
4. When a leave is granted, the faculty member has the right to cancel until May 5 or November 15 for leaves beginning the following semester. After these dates, the leave is cancellable with College approval only.
5. Written notice of intent to return from a Professional Development leave must be received by the College by October 15 or March 15 for the subsequent semester. Failure to so advise will be interpreted as a resignation.
6. The teacher who believes that his/her Professional Development projects will require more than one (1) year, should request a two-year leave. If he/she wishes to return in the second year of the leave, he/she may do so by informing the College of this by March 15 or October 15 of the first year of the leave. A teacher who requests a one-year leave may request an extension for a second year within the procedures established in this local agreement.
7. Eligibility Criteria:
 - i) All teachers may take P.D. leaves in the following categories:
 - a) Studies required to complete a Master's or Ph.D Program in the teacher's area of specialization;
 - b) Research at the College or research funded by government agencies;

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Date Effective: March 7, 2000



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- c) Studies or research related to the teacher's area of specialization, but not necessarily leading to a formal degree;
 - d) Placement in an industrial area or educational milieu related to the teacher's area of specialization;
 - e) Projects in any one of the above categories for teachers who would like to develop another specialization that is offered at Vanier College;
 - f) Studies in education;
 - g) Studies in French as a second language.
- ii) A teacher must demonstrate to the Professional Development Committee that the objective of his/her projected leave is reasonably attainable.
 - iii) All teachers requesting a leave must present documentation attesting to the type of leave as per 7 i) above.
8. This local agreement cannot prejudice the rights given faculty by the Collective Agreement.