

Appendix A: Professional Development Leave Request

Application Procedure

Submit Professional Development Leave Request to the immediate supervisor no later than **October 31, 2023**.

The application must be forwarded to the Office of the Senior Vice-President, Academic, c/o sana.mahmood@humber.ca by November 17, 2023. All leave requests will then be rank-ordered based on seniority, as required by the Collective Agreement.

Name:

Program:

Division/School:

Start date of leave:

End date of leave:

Describe the overall objectives of the leave.



Provide a plan of the activities which you will undertake to achieve these objectives and the measurable outcomes to be achieved.



Identify how the objectives will benefit you, and how they will enhance your abilities upon return to the College.

Identify how the objectives will benefit student learning.



Identify the resources required from the college (if any).

Identify the resources provided by the faculty member (if any).

Identify whether there will be materials developed during the Leave and specify if these will or will not become the property of Humber College.

List and describe any paid employment (if any) that will be undertaken during the leave period. Indicate the amount of time and remuneration associated with this employment.

Date	Print Name	Signature of Applicant
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Date	Print Name	Immediate Supervisor
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Date	Print Name	Dean
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Date	Print Name	Vice-President
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For additional information or questions, please contact derek.stockley@humber.ca