

Procedure #	AC 206-P
Related Policy Name and #	Academic Professional Development Leave Policy AC 206
Approved by:	Dr. Gina Antonacci
Approval Date:	December 1, 2024
Policy Holder:	Senior Vice President, Academic
Administrative Contact:	Associate Vice President Academic
Review Date:	December 2029

Academic Professional Development Leave (Sabbatical) Procedure

Purpose:

To define the appropriate application procedure for academic employees of The Humber College Institute of Technology and Advanced Learning, operating as Humber Polytechnic (hereinafter referred to as “Humber” or the “Institution”) requesting Academic Professional Development Leave (Sabbaticals).

Definitions:

Academic Staff: Teachers (includes Full-time professors and instructors but not Partial load), librarians and counsellors.

Leave: Professional Development Leave (commonly referred to as a sabbatical), as defined in Article 20 of the Academic Collective Agreement.

Procedures:

Action	Responsibility
Application submitted for an Academic Professional Development Leave (Appendix A) to the immediate supervisor by dates established annually.	Applicant/Immediate Supervisor
Discussion related to application/proposal with sign-off by immediate supervisor's supervisor. Dates established annually, usually sometime in November.	Applicant/Immediate Supervisor/ Immediate supervisor's supervisor
Review and prioritization of all Leave requests.	Office of the Senior Vice-President Academic and People(s) and Culture

A letter confirming receipt of application including the terms and conditions of the leave will be sent to applicants.	Office of the Senior Vice-President Academic
Written confirmation to approved employees that indicates the requirements to be met during the leave.	Office of the Senior Vice President, Academic, with follow-up from the applicant's immediate supervisor.
Letter signed back within 14 calendar days.	Applicant
Written confirmation to applicants that were not approved, including reasons for the denial.	Follow-up from the applicant's immediate supervisor.
In accordance with the Collective agreement section 20.02 xv, written confirmation to the Union Local of all applicant names, the names of all successful applicants and, the duration of the leave granted.	People(s) and Culture
No later than within the first week of return from the leave, submit to the immediate supervisor a written report clearly identifying the activities undertaken and the objectives achieved during the leave.	Employee
Submit a summary of the leave report to the supervisor's supervisor.	Immediate supervisor.

References:

[Academic Employees Collective Agreement – Article 20](#)

Appendices:

Appendix A: Professional Development Leave Request Form

Appendix A: Professional Development Leave Request

Application Procedure

Submit Professional Development Leave Request to the immediate supervisor no later than **November 3, 2025**.

The application must be forwarded to the Office of the Senior Vice-President, Academic, c/o sana.mahmood@humber.ca by November 17, 2025. 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
Date	Print Name	Immediate Supervisor
Date	Print Name	Dean
Date	Print Name	Vice-President

For additional information or questions, please contact derek.stockley@humber.ca