

Policy #	AC 206
Approved by:	Laurie Rancourt
Approval Date:	December 6, 2016
Policy Holder Signature:	
Policy Holder:	Senior Vice President, Academic
Administrative Contact:	Associate Vice President, Academic
Replaces Policy Dated:	n/a
Review Date:	December 5, 2019

Academic Professional Development Leave Policy

Purpose/Rationale:

To provide academic employees of The Humber College Institute of Technology and Advanced Learning (hereafter referred to as “Humber” or the “College”) the opportunity to pursue College-approved academic, administrative, technical, industrial or other activities where such activities will enhance the employee’s knowledge and skills upon returning to the College.

This document is available in alternate format on request.

Scope:

This policy applies to all full-time academic staff. This policy does not apply to support and administrative employees.

Definitions:

Academic staff: Professors, librarians and counsellors.

Leave: Professional Development Leave, as defined in the current Collective Agreement (commonly referred to as a sabbatical).

Policy:

1. General

- 1.1. The purpose of a Professional Development Leave is to permit an employee to pursue College-approved academic, administrative, technical, industrial or other activities where such activities will enhance the ability of the employee upon return to the College to fulfill professional responsibilities.
- 1.2. The current OPSEU Academic Collective Agreement permits the granting of Leaves.

- 1.3. The required number of Leaves to be awarded to professors and academic staff, as stipulated in the Academic Collective Agreement, will be respected.
- 1.4. Professional Development Leaves will normally be completed within a continuous twelve month period.
- 1.5. The salary paid to an employee on leave will be based on the following scale: 55% of the employee's base salary increasing by five percent per year after six years of employment with the College to a maximum of 80% of the employee's base salary after eleven (11) years. If the employee receives payment for work from other sources during the leave, the sum of the College payment and payments from other sources will not exceed the amount of the employee's base salary (CA, 20.02 v).
- 1.6. Employees are required to work at the College for at least one year after returning from a Leave. If employees cannot meet this obligation, they will repay the College all salaries and fringe benefits received while on leave (CA, 20.02 iv).
- 1.7. To qualify for a Professional Development Leave, an employee will have completed not less than six (6) years of full-time employment at the College. The College may, but is not required to, consider an application from an employee who has commenced a professional development leave within the preceding seven (7) years (CA, 20.02 vii).
- 1.8. The College may on its own initiative propose plans of Professional Development Leave to employees; however no employee shall be under obligation to accept such a proposal (CA, 20.02 ix).
- 1.9. Any changes made to the Professional Development Plan once it has been approved must be re-approved in writing by the appropriate Dean or Director.

2. Activities during a Leave

- 2.1. Activities during a Leave can include; but are not limited to:
 - 2.1.1. Development of new professional or technical skills through practical experience to reflect changes in the work force;
 - 2.1.2. Development of materials such as text, software, visual materials required of a specific course or courses;
 - 2.1.3. Retraining for skills required in a different department of the College or to teach in another discipline;
 - 2.1.4. Instructional, individual or directed research related to an identified need; and
 - 2.1.5. Completion of formal academic studies.

3. Approving Candidates for a Leave

- 3.1. In approving Candidates for a Leave, immediate supervisors are to consider the following:
 - 3.1.1. The number of years of service the employee has worked without the benefit of a Professional Development Leave;

- 3.1.2. The link between the proposed activities and the functions of the employee upon returning to the College;
- 3.1.3. The link between the proposed activities and the College Strategic Plan and the department's priorities; and
- 3.1.4. The feasibility of the professional development plan being completed in the proposed time.

References:

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

Appendices:

Appendix A: Professional Development Leave Request

Related Policies:

Intellectual Property Policy

Related Procedure(s):

Academic Professional Development Leave Procedure