


<b>Policy #</b>	<i>AC 206- P1</i>
<b>Approved by:</b>	<i>Gina Antonacci</i>
<b>Approval Date:</b>	<i>October 15, 2021</i>
<b>Policy Holder Signature:</b>	
<b>Policy Holder:</b>	<i>Senior Vice-President Academic</i>
<b>Administrative Contact:</b>	<i>Associate Vice-President Academic</i>
<b>Replaces Policy Dated:</b>	<i>December 6, 2016</i>
<b>Review Date:</b>	<i>October 15, 2024</i>

### **Academic Professional Development (Sabbatical Leave) Procedure**

#### **Purpose:**

To define the appropriate application procedure for academic employees of The Humber College Institute of Technology and Advanced Learning (hereafter referred to as "Humber" or the "College") 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:**

<b>Action</b>	<b>Responsibility</b>
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
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
Recommend approval of academic leaves in order of priority to the President.	Office of the Senior Vice-President Academic
Approve academic leave requests and inform Human Resources of the employees who have been approved for a leave.	Office of the President.
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.	Office of the Senior Vice President, Academic, with 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.	Human Resources
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 (also available annually and announced in Communique)

## Appendix A: Professional Development Leave Request

### Application Procedure

Submit Professional Development Leave Request to the immediate supervisor no later than **October 31, 2021**.

The application must be forwarded to the Office of the Senior Vice-President, Academic, c/o [sana.mahmood@humber.ca](mailto:sana.mahmood@humber.ca) by November 19, 2021. 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.

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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](mailto:derek.stockley@humber.ca)