

<b>Procedure #</b>	AC 206-P
<b>Related Policy Name &amp; #</b>	Professional Development Leave Policy (AC 206)
<b>Approved by:</b>	Laurie Rancourt
<b>Approval Date:</b>	December 6, 2016
<b>Replaces Procedure Dated:</b>	n/a
<b>Policy Holder:</b>	Senior Vice President, Academic
<b>Admin. Contact(s):</b>	Associate Vice President, Academic
<b>Review Date:</b>	December 5, 2019

## Academic Professional Development 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 Professional Development Leave.

**This document is available in alternate format on request.**

### Definitions:

Academic staff: Professors, librarians and counsellors.

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

### Procedures:

Action	Responsibility
Submit an application for a Professional Development Leave (Appendix A) to the immediate supervisor by November 1.	Applicant
Immediate supervisor and faculty meet to discuss the application/proposal. Dean/Director sign off by November 10 <sup>th</sup> .	Immediate Supervisor/ Dean/Director
Review and prioritize all leave requests received for the area. A letter confirming receipt of application including the terms and conditions will be sent to applicants.	Relevant Vice-President

Recommend approval of Leaves in order of priority to the President.	Senior Vice President, Academic
Approve Leave requests and inform Human Resources of the employees who have been approved for a leave.	President
Inform (in writing) the employees who have been granted a Leave and indicate the requirements to be met during the Leave.	Senior Vice President, Academic, with follow-up from Immediate Supervisor of the applicant
Applicant has 14 calendar days to sign back the letter.	Applicant
Notify in writing those who were not approved – reasons for the denial.	Senior Vice President, Academic, with follow-up from Immediate Supervisor of the applicant
In accordance with 20.02 xv, the college will provide the Union Local the names of all applicants and the names of all successful applicants and the duration of the leave granted.	Director, Human Resources

**References:**

Academic Employees Collective Agreement – Article 20

**Appendices:**

Appendix A: Professional Development Leave Request