A. Background and Definitions

Types of Educational/Training Leaves

a. Within the limits of College resources, an educational/training leave of absence with full pay may be considered if the educational/training activities proposed for the leave period offer direct or primary benefits to the College, as deemed by the College (e.g. new or expanded course delivery, service delivery, information systems delivery).

b. Within the limits of College resources, an educational/training leave of absence with partial pay may be considered if the educational/training activities proposed for the leave period offer secondary benefits to the College, as deemed by the College, and are primarily related to the academic or career goals of the staff member.

c. Within the limits of College resources, an educational/training leave of absence with no pay may be considered if the educational/training activities proposed for the leave period meeting the following criteria:

   (a) the activities offer secondary benefits to the College and are primarily related to the academic or career goals of the staff member but cannot be appropriately or continually funded by other College educational/training leave policies (e.g. pursuit of a lengthy or long-term course or series of studies);

   (b) the activities offer tertiary benefits to the College but are primarily related to the academic or career goals of the staff member; or are of a short-term duration such that a prepaid leave year is inappropriate to the staff member’s needs.

B. Purpose

Niagara College has identified the educational/training leave of absence as a time release opportunity from regular college duties so that a staff member can pursue educational/training activities.
C. Practice Statements

1. The duration of an educational/training leave of absence may vary in accordance with the responsibilities and needs of the staff member and the needs of the College during the proposed leave period.

2. The salary paid to the staff member during the leave period will depend on the relevance and benefits of the educational/training activities to the College, contractual requirements, the duration of the leave, the number of leaves previously granted to the applicant and the number of years of service to the college of the applicant.

3. All applications for educational/training leaves of absence will be evaluated by the College according to the following criteria:

   (a) the relevance and benefits of the proposed leave plan to the College
       (e.g. suitability of timing for dates of the leave, stated objectives for the leave; benefits of the proposed leave activities to the College);

   (b) the content and quality of the application
       (e.g. the type of leave requested relative to the length of the leave and to the activities proposed for the leave period; the clarity of the proposed leave activities and, where appropriate, evidence of supportive documentation pertaining to the leave activities);

   (c) the applicant’s employment profile
       (e.g. length of service; previous leaves; evaluation of applicant’s qualifications to achieve the objectives of the leave activity; and demonstration of prior self-development activities).

4. It is understood that the College’s payment of any portion of salary is subject to reduction if the aggregate of the College’s payment and compensation or payments from other sources during the leave period exceeds the amount of the employee’s normal salary. It is the employee’s obligation to disclose such ancillary income to the College.

5. An application for educational/training leave shall be made whenever staff members require release from their regular College duties to pursue educational/training activities. In some instances, leave may be requested for a single day (e.g. workshop, conference, seminar, or courses where the supervisor is authorizing the expenditure of College resources for professional development) or for longer periods of time (e.g. week, month, term, year)

6. Completion of the information requested in the Application for College Assistance for Educational/Training Activity form shall constitute the basis upon which the leave request is evaluated and approved.

7. Applicants should forward the completed application form to the Supervisor in advance of the leave. Applications shall require approvals as indicated on the attached form. Leaves of a period greater than two weeks shall also require the approval of the President.

8. A copy of the approved application form will be sent to the Centre for Professional Development, for record keeping purposes.