



STAFF EDUCATIONAL LEAVE

2019 – 2020

APPLICATION PACKAGE

APPLICATION DEADLINE: OCTOBER 31, 2018

ELIGIBILITY AND GENERAL INFORMATION

Employees with full or part-time ongoing permanent appointments are eligible to apply for a staff educational leave provided the following conditions have been met:

To qualify for a short-term assisted leave, the applicant must have completed three (3) years of continuous employment at UFV as a Type A employee, or have completed three (3) years continuous employment with UFV since the end of their most recent short-term assisted educational leave period, or six (6) years since the end of their most recent long-term assisted educational leave period. Short-term leave is normally defined as the equivalent of one semester of work (approximately 90 work days) and must be taken consecutively.

To qualify for a long-term assisted leave, the applicant must have completed five (5) years of continuous employment at UFV as a Type A employee, or have completed three (3) years continuous employment with UFV since the end of their most recent short-term assisted educational leave period, or six (6) years since the end of their most recent long-term assisted educational leave period. Long-term leave is normally defined as the equivalent of two consecutive semesters of work.

Not less than fifty percent (50%) of the Staff Educational Leave Fund (SELF) shall be annually allocated for short-term educational leave. Not less than forty percent (40%) of the SELF shall be annually allocated for long-term educational leave. If, in any fiscal year, applications are received by the Joint Professional Development Committee (JPDC) such that these percentage allocations cannot be met, the JPDC may redistribute the allocations as it deems appropriate.

During an approved assisted educational leave, a staff employee shall receive one hundred percent (100%) of full base pay.

FORMS & DEADLINES

Deadline for application is **OCTOBER 31, 2018**.

Forms are available at:

Human Resources: <http://ufv.ca/hr/professional-development/staff-educational-leave/>

SUBMISSION OF APPLICATIONS

Completed application forms must be submitted to Human Resources by **October 31, 2018**. Late applications will not be accepted. Email confirmation will be sent to applicant upon receipt of the application.

Each type of leave request (short-term, long-term, and unassisted) requires a separate application to be completed and submitted.

REVIEW OF APPLICATIONS

Applications will be reviewed and assessed by a sub-committee of the JPDC. Review will be completed by December 31, 2017. Notification will be sent to applicants by January 15, 2018. Each application will receive one of the following adjudication outcomes:

- (i) Leave approved and funds available
- (ii) Leave approved with modified support available
- (iii) Leave approved, funds not requested
- (iv) Leave approved, funds not available
- (v) Leave not approved

APPLICATIONS FOR CERTIFICATES, DIPLOMAS AND UNDERGRADUATE DEGREES

An applicant submitting a plan to achieve a second certificate or diploma must demonstrate the necessity of the combination of certificates or diplomas to the attainment of his or her career goals at UFV.

An applicant holding an undergraduate degree will not be approved to pursue studies which lead to another degree at this level.

APPLICATIONS FOR GRADUATE AND POST GRADUATE DEGREES

An applicant holding an undergraduate degree who submits a plan to obtain a degree at the graduate level or beyond must demonstrate a direct correlation between the proposed plan and a resulting enhancement of his or her performance of his or her duties and responsibilities.

An applicant who cannot demonstrate a direct correlation between the proposed plan and a resulting enhancement of his or her performance of duties must submit a proposal which demonstrates a clear plan leading to a logical career goal reasonably attainable at UFV.

LEAVE PERIOD

All leaves commence the first day of scheduled classes and end three (3) work days after the last final exam. If there are no final exams, the leave will end three (3) work days after the last scheduled class.

An employee granted leave must submit his or her academic schedule and final exam schedule to the HR Professional Development Office. The schedule will determine the start date of the leave and the date the employee is required to return to regular work duties. Finalized dates will be communicated to both the employee and supervisor. If the schedule is not provided, the leave will be deemed to end three (3) work days after the last scheduled class.

If, due to the nature of the program (such as some Master's programs), the employee is unable to provide these dates, the employee must contact the HR Professional Development Office to develop a plan that is consistent with the limitations for funded leaves.

When the approved leave plan extends over more than one teaching semester (long-term leaves), employees must develop a plan with his or her supervisor to use vacation days if they do not intend to return to work between semesters.

WORKLOAD EQUIVALENCY

The leave plan and its outcomes must be equivalent to the workload from which the applicant will be released over the period of the leave. It is the responsibility of the applicant to ensure the plan meets required workload equivalencies before the application is submitted.

Applicants released for either a short or long term full-time educational leave must be engaged in full-time study. For plans based on enrolling in undergraduate courses, this is normally defined as five (5) courses per term of study for academic programs delivered on a semester basis.

Applicants who intend to engage in accredited programs designed for working professionals may be approved for plans which demonstrate a workload equivalent to full-time study in a semester based program.

Applicants who intend to engage in graduate level programs may be approved for proposals which can be demonstrated to meet the workload equivalency requirement. For example, plans which request approval for leave

to conduct thesis research or to write the thesis must contain measurable goals with detailed timelines and a resulting product that will be submitted (e.g. submission of the thesis).

MONITOR OF LEAVE PROGRESS

Applicants are required to propose an individual to monitor his or her leave progress. In proposing individuals qualified and able to monitor the progression of an educational leave, applicants must consider the following:

- (a) The individual must have the educational qualifications or expertise necessary to make the required assessment, and must have experience and/or training in objective assessment of progress to established goals.
- (b) The individual must be able objectively to assess the required progress. Family members and personal acquaintances are not acceptable, nor are co-workers.

FINAL REPORTING AND EVALUATION OF OUTCOMES

All educational plans must have deliverable outcomes, including timelines, for which applicants are accountable. Accountability is achieved through submission of regular progress reports and a final summary report. These reports must be submitted to the individual approved to monitor the leave progress for review and comments by the dates established in the plan and must then be submitted to the Joint Professional Development Committee c/o the Human Resources Department. Reports are reviewed by the JPDC with regard to the applicant's achievement of the committed plan, activities and outcomes.

Final report packages are due in HR one (1) month after the end date of the leave.

Please Note: Failure to provide documentation detailing the completion of the leave plan, including defined outcomes, may result in: (a) denial of subsequent applications for professional development time and/or funding, and or (b) a requirement to "pay back" time and/or funding allocated.

Employees being granted assisted leave must continue to work at the University for twice the leave period or will be subject to repayment of the staff educational leave money on the following basis:

- ✓ Recipient remains an employee and at work for twice the leave period - no refund of leave money
- ✓ Recipient remains an employee and at work for the length of the leave and then resigns - one half (1/2) leave money is refundable
- ✓ A percentage calculation will be used to determine the amount of refund for recipients whose situations do not fall into either (a) or (b) above

CRITERIA FOR APPROVAL OF STAFF EDUCATIONAL LEAVE

NOTE: All proposals must be presented in a clear, legible and complete form.

A staff educational leave application must satisfactorily address the criteria below:

- ✓ Represents an equivalent time commitment to the regular duties from which the staff member is being released
- ✓ Develops and upgrades UFV job-related skills
- ✓ Develops further awareness and understanding of UFV job-related tasks and philosophies
- ✓ Assists in developing related skills which can reasonably be expected to improve job performance
- ✓ Represents a logical extension to the employee's current background and contributes to advancement in an area relevant to UFV
- ✓ A reasonable expectation must exist that advancement within UFV may result from pursuing the activity

✓ The activity is of value to the institution related to UFV strategic goals: https://www.ufv.ca/president/ufv_strategic_directions/

Acceptable staff educational leave proposals will:

- (a) Detail a program or plan related to current job duties that is intended to assist the individual address needs as determined by evaluations and/or discussions with his or her supervisors
- (b) Detail a program or plan to advance the job-related interests and needs of the individual as perceived by the individual in consultation with his or her supervisor. This may include pursuing required job-related certificate, diploma or degree programs. All accredited undergraduate degree programs are considered job-related for UFV staff.

Referring to the criteria from above, applications must include the following information. Any questions while completing the application should be directed to the HR Professional Development Office.

- (i) **Provide a detailed educational leave plan** with proof of acceptance in program, timelines, goals, and a clear link to applicant's professional background and career development at UFV.
- (ii) Professional value to applicant
- (iii) Value to UFV
- (iv) Plan for submission of progress and final summary reports
- (v) Letter of support from senior administrator
- (vi) Letter of support from individual proposed to monitor leave progress
- (vii) Copy of final report from most recent staff educational leave (if applicable)
- (viii) Transcripts of any previous courses taken toward this educational program

Applications will be judged on a pass/fail merit basis. The passing applications will be considered based on the length of time the applicant has been eligible for such leave. If, after these two steps, more applications are eligible than may be approved, the applications will be judged according to seniority of the applicants.

Please refer to Collective Agreement Article 24 (Professional Development and Leaves) as well as Appendix G for further information about approvable educational leave.

APPLICATION FOR STAFF EDUCATIONAL LEAVE

Please complete all sections, as incomplete applications will not be processed.

PERSONAL INFORMATION

NAME:	POSITION:
DEPARTMENT:	DATE:
TELEPHONE:	START DATE OF TYPE "A" CONTRACT: (Y) _____ (M) _____ (D) _____
TYPE OF LEAVE REQUESTED (CHECK ONE): SHORT-TERM <input type="checkbox"/> LONG-TERM <input type="checkbox"/> UNASSISTED <input type="checkbox"/>	FROM: (Y) _____ (M) _____ (D) _____ TO: (Y) _____ (M) _____ (D) _____

LAST APPROVED EDUCATIONAL LEAVE TAKEN (IF APPLICABLE)

EDUCATIONAL PROJECT: _____ FROM: (Y) _____ (M) _____ (D) _____

TO: (Y) _____ (M) _____ (D) _____

* If you previously have taken an approved educational leave, a copy of your final report from this leave must be attached to application.

STATEMENT OF ANTICIPATED FINANCIAL SUPPORT (IF APPLICABLE)

Please provide details of anticipated financial support streams while undertaking this leave.

Do you anticipate any financial support while undertaking this educational project? YES NO
If yes, list details below.

FUNDING SOURCE: _____

NATURE & AMOUNT: _____

MONITOR OF LEAVE PROGRESS

Please provide the following information regarding the individual you propose to monitor the progression of your educational leave:

Name and Position	Institution/Department	Contact Information

ACKNOWLEDGEMENT OF SENIOR ADMINISTRATOR

BY SIGNING THIS, THE SENIOR ADMINISTRATOR CONFIRMS THAT HE/SHE HAS APPROVED THE REQUESTED TIME PERIOD OF THE LEAVE AND IS AWARE OF THE SUBSTANCE OF THE LEAVE PLAN.

SENIOR ADMINISTRATOR NAME (PRINT) AND SIGNATURE

DATE

SIGNATURE OF APPLICANT

BY SIGNING THIS, THE APPLICANT CONFIRMS THAT HE/SHE HAS READ, UNDERSTOOD, AND AGREES TO COMPLY WITH ALL GUIDELINES SET FORTH IN THE STAFF EDUCATIONAL LEAVE APPLICATION PACKAGE. THE APPLICANT ALSO CONFIRMS THAT THIS APPLICATION IS COMPLETE AND ACCURATE.

APPLICANT NAME (PRINT) AND SIGNATURE

DATE

Completed application forms for staff educational leaves must be submitted in hard copy to Human Resources by **October 31, 2017**. Email confirmation will be sent upon receipt of application. Late applications will not be accepted.

DATE RECEIVED IN HUMAN RESOURCES

HR PROFESSIONAL DEVELOPMENT OFFICE SIGNATURE

DATE

STAFF EDUCATIONAL LEAVE REQUEST

A. NAME OF PROGRAM: _____

B. DESCRIPTION OF EDUCATIONAL PROGRAM (attach program outline and any additional relevant program information):

C. DETAILED LEAVE PLAN (including, but not limited to, proof of acceptance in program, timelines, and specific and measurable goals and outcomes):

D. PROFESSIONAL DEVELOPMENT VALUE TO YOU (refer to the criteria for approval in the application package):

E. VALUE TO UFV (refer to the criteria for approval in the application package):



F. PLAN FOR SUBMISSION OF PROGRESS REPORTS (indicate the individual you propose to monitor your leave progress, the dates you will be submitting progress reports throughout your leave, and specific items that will be documented in these reports):

G. **ATTACH:** LETTER OF SUPPORT FROM YOUR SENIOR ADMINISTRATOR

H. **ATTACH:** LETTER OF SUPPORT FROM THE INDIVIDUAL PROPOSED TO MONITOR LEAVE PROGRESS

I. **ATTACH:** COPY OF FINAL REPORT FROM MOST RECENT STAFF EDUCATIONAL LEAVE (IF APPLICABLE)

Optional: Include any additional relevant support for your application, such as:

a. Letter(s) of support from institutions, co-investigators etc.