

Guidelines

Education Leave



April 2011 – March 2012

What is Education Leave?

It's leave you take for study, research or industry immersion. Generally, this will be study, research or industry immersion connected with your work in some way.

How long is Education Leave?

It's anywhere from one month to a year. If your leave is 4 months or fewer, it's considered ***short-term***. You'll need 2 years' work (as a permanent, regular instructor) to qualify for short-term leave. If your leave is more than 4 months, it's considered ***long-term***. You'll need 3 years' work (as a permanent regular instructor) to qualify for long-term leave.

The Current Collective Agreement provides for a total of 33 months Education Leave per year. When you apply, you need to consider that your application will be competing with many others for these limited months of Education Leave.

The application submission deadline is February 1st.

What is Education leave connected to?

It's connected to your personal educational goals. Education Leave is supposed to help you achieve your long-range educational goals. When writing your application for Education Leave, you will state your personal educational goals and explain how the leave will help you achieve them.

Who grants Education Leave?

Technically it's the College Board. The current Collective Agreement states that Education Leave is "granted through the authority of the College Board." (point 8.3.2)

Who judges your application?

It's the Education leave Committee. The Committee recommends who should receive Education Leave and how much of the 33-month allotment each person should receive.

Who is on the Education Leave Committee?

Faculty

Colleen van Winkel	ESL Outreach	7288
Judith Wallace	College Foundations – Science	7292
Wayne Avery	College Foundations – Humanities	7283

Administration

Helen Allen	Vice President Education	7022
Stephanie Jewell	Dean, School of Arts & Science	7318

Vice President Education chairs the Education Leave Committee.

When do I apply for Education Leave?

The Education Leave Committee will put out the call for applications. If there is Education Leave remaining after the first applications are adjudicated, the Committee will put out a second call later in the year.

How do I apply?

Step 1: Read section 8.3 in the Collective Agreement. This section specifies the nature and the limits of Education Leave. (See the copy of this section in Appendix A of this booklet.)

Step 2: Complete the Education Leave Application form that is available on the J Drive or through the VP Education office.

Frequently asked questions

- Question: What happens to my benefits during Education Leave?
Answer: You and the College will continue making Employee Benefit contributions, and the leave period will count in full for your increment purposes.
- Question: What happens to my Professional Development time during my Education Leave?
Answer: You don't accrue P.D. entitlement while you're on Education Leave. You need seven months of assigned duty at half time or more to be eligible for Professional Development, and Education Leave is not counted as part of this regular duty.
This means that if you take more than 2 months of Educational Leave in one fiscal year, you won't accrue any Professional Development entitlement. (See the Collective Agreement 6.6.5.)
- Question: Will my vacation be affected?
Answer: No, your vacation time continues to accrue while you're on Education Leave.
- Question: When will I be able to apply for Education Leave again?
Answer: If you take a short-term leave (up to 4 months,) you will not be eligible for a subsequent leave for a 2 year period. You must let **at least** 2 years elapse before you're eligible for another short-term or long-term leave. (See the Collective Agreement, 8.3.7.5.)

If you take a long-term leave (more that 4 months and up to one year,) you will not be eligible for a subsequent leave for a 6 year period. Again, you must let **at least** 6 years elapse before you're eligible for another short or long-term leave. (See the Collective Agreement, 8.3.6.4.)
- Question: Am I required to prove completion or otherwise document my Education leave?
Answer: Yes, one month after returning to work, you must submit evidence that you carried out the purposes for which your leave was granted. You submit your evidence to the chair of the Education Leave Committee.

Question: Can I combine my Education Leave with other leaves or holidays?
Answer: Yes, you can combine your Education Leave with time off through vacation or other leaves as long as you have prior approval of your Department Head.

Question: Can I rearrange my Education Leave times because of scheduling?
Answer: Yes, it is up to you and your department to arrange the appropriate times to take your Leave—provided you commence the leave within the fiscal year for which it was allocated.

Question: What happens if I leave the College's employ immediately after taking Education leave?
Answer: You will need to repay the college if you leave the College's employ before one year after completing a Short-term Education Leave, and three years after completing a Long-Term Education Leave.

Appendix A

From the Collective Agreement

8.3 Education Leave

8.3.1 The College shall grant upon application 2.75 full-time equivalent (FTE) Education Leaves per fiscal year. One full-time equivalent is deemed to represent 12 months of time within a fiscal year.

The joint College and faculty Education Leave Committee shall review and amend, as necessary, the mutually agreed upon process and procedure for making application, including time-lines for both long-term and short-term education leaves which may modify the terms of Articles 8.3.6.5 and 8.3.7.4 herein.

8.3.2 Education leave is granted through the authority of the College Board. The welfare of the College and the professional competence of employees are among the prime considerations in approving leaves for approved study or research.

8.3.3 Requests for education leaves must be made to the appropriate Vice President concerned and must be accompanied by an outline of the purpose of the leaves. The Education Leave Committee shall review and recommend education leave applications, at least once a year, to the appropriate Vice President.

8.3.4 Approved education leave shall be at the rate of 70% of salary and allowances; contributions for employee benefits will be continued during education leave by the College and the employee, and the leave period will count in full for increment purposes.

8.3.5 Employees, within one month of their return to duty from education leave, must submit to the appropriate Vice President satisfactory evidence of having carried out the purposes for which the leaves were granted. In the event of failing to do so, employees shall refund the amount paid to them by the College during such leaves.

8.3.6 Long-Term Education Leave

8.3.6.1 Leaves of more than 4 months to one calendar year shall be considered long-term leaves.

8.3.6.2 In order to be granted long-term education leave, employees must have been permanent regular employees for at least 3 years.

8.3.6.3 Employees undertake to remain in the service of the College for a minimum of 3 years immediately following their return from long-term education leave.

8.3.6.3.1 In the event that employees fail to remain in the service of the College as required in Article 8.3.6.3, then employees shall refund to the College the amount paid to them by the College during such leave on the following basis:

- (a) failing to remain one complete year, they shall refund the full amount paid;
- (b) failing to remain 2 complete years, they shall refund $\frac{2}{3}$ of the amount paid; and
- (c) failing to remain 3 complete years, they shall refund $\frac{1}{3}$ of the amount paid.

8.3.6.4 Normally, employees shall not be eligible for subsequent long-term education leaves until a period of 6 years has elapsed since the completion of the previous leave.

8.3.6.5 A request for long-term education leave must be made at least 6 months prior to the proposed commencement date of the leave. The applicant will receive a preliminary reply at least 4 months prior to the requested commencement date and a final reply at least 3 months prior to it.

8.3.7 Short-Term Education Leave

8.3.7.1 Leaves of up to 4 months shall be considered short-term leaves.

8.3.7.2 In order to be granted short-term education leaves, employees must have been permanent regular employees for at least 2 years.

8.3.7.3 Employees undertake to remain in the service of the College for a minimum of one year immediately following return from such leaves and, in the event of failing to do so, shall refund the amount paid to them by the College during the leaves.

8.3.7.4 A request for short-term education leave must be made at least 2 months prior to the proposed commencement date of the leave. The applicant will receive a reply at least one month prior to the requested commencement date.

8.3.7.5 Normally, employees shall not be eligible for subsequent short-term education leaves until a period of 2 years has elapsed since the completion of the previous leave.