

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. D9
	ORIGINATOR Vice President, Academic	
	APPROVED BY C.E.C.	
TITLE STAFF UPDATE/RENEWAL	EFFECTIVE DATE 1988.11.02	REPLACES 1986.10

MANAGEMENT POLICY

Algonquin College staff will be afforded the opportunity to participate in a program of approved activities to update their technical skills.

1. Introduction

Leave granted in accordance with our Staff Update/Renewal Program is to be regarded as a means of keeping up to date with changes occurring in the work place. Such leave must be linked to Program/Department objectives and be approved by senior management in accordance with the following:

- 1.1 Staff may be released from duty for a period of up to four (4) months.
- 1.2 Staff shall devote all of the release period to the update/renewal activity.
- 1.3 Staff replacement costs will be defrayed by the Staff Update/Renewal Program.
- 1.4 The update/renewal activity shall be approved by the College.
- 1.5 Staff will participate in approved activities on a paid basis.

2. Procedure

- 2.1 Deans and Chairpersons will inform staff members as soon as funds are available.
- 2.2 The staff member, in collaboration with the Chairperson, identifies the objectives of the leave and the program of activities for approval by Dean/Director/Principal.
- 2.3 The approved application is forwarded to the Educational Services Department for review one month prior to the leave. The Educational Services will make recommendation to the appropriate Vice President or other Senior Officer.

2.4 The appropriate Vice President/Senior Officer approves/denies the application.

N.B. Approved submissions should be received by the appropriate Vice President/Senior Officer by October 15th. If there are uncommitted funds remaining after October 15th, requests will be entertained up to November 30th. On January 30th, if there are still funds, submissions will again be accepted.

2.5 Upon return, the staff member is required to provide a written report of updating activities to the Educational Services Department, the School and the appropriate Vice President/Senior Officer. He/she may also be asked to share his/her experiences in a professional development setting.

2.6 Reimbursement will be made by the appropriate Vice President/Senior Officer upon receipt of a copy of the College Payroll Authorization which authorized payment for the employee's replacement while on the Update/Renewal activity.

(original signed by)
Vice President, Academic

(original signed by)
Vice President, Finance and Administration

APPLICATION FOR RENEWAL/UPGRADE LEAVE

PART I - (To be completed by Applicant)

EMPLOYEE NAME: _____ FACULTY: _____
DEPARTMENT/PROGRAM: _____ SUPPORT: _____
SCHOOL: _____ ADMIN. _____

LEAVE REQUESTED FROM _____ TO _____

DURATION OF LEAVE IN WEEKS _____

INDUSTRY/INSTITUTION WHERE LEAVE WILL BE SPENT _____

OBJECTIVES FOR THE LEAVE _____

DESCRIPTION OF ACTIVITY AND ITS DIRECT RELATIONSHIP TO PRESENT FUNCTIONS OR CHANGES OF FUNCTIONS OF STAFF MEMBER

SIGNATURE OF APPLICANT _____ DATE _____

PART II - REPLACEMENT PLANS - (To be completed by School)

IS PERSONNEL EXCHANGE INVOLVED? _____

REPLACEMENT COSTS, IF APPLICABLE _____

SIGNATURE OF SUPERVISOR _____ DATE _____

SIGNATURE OF DEAN/DIRECTOR _____ DATE _____

PART III - RECOMMENDATION(S) OF THE EDUCATIONAL SERVICES DEPARTMENT

SIGNATURE OF DIRECTOR _____ DATE _____

PART IV
APPROVED BY _____ DATE _____
VICE PRESIDENT