



2024 – 2025

APPLICATION PACKAGE

APPLICATION DEADLINE: OCTOBER 31, 2024

Staff Educational Leave

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) _____ 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.

EDUCATIONAL PROJECT:

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

TO: (Y) _____ (PERSONAL

A. NAME OF PROGRAM: _____

B. DESCRIPTION OF EDUCATIONAL PROGRAM (attach program outline)

