

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

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 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:

- 9 Recipient remains subject to 0.001 Tc 0.001 Tw 0.133 0 Td(th)-3.2(e)TJ0 Tc 0 Tw 1.361 0 Td()Tj-0.004 Tc 0.004 Tw 0.145 0 Td(f)Tj

- 9 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

/or //or.96 86 64. 626434 0/(2n447 Td(d)-6.1(i)-0.8

~~APPLICATION FOR STAFF EDUCATIONAL LEAVE~~

Please complete all sections as incomplete applications will not be processed

PERSONAL INFORMATION

NAME:	POSITION:
DEPARTMENT:	DATE:

~~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

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) 6.16.01.006(EM)C2.B.001014abs1p 9(s)13.5(u)-9.1(r)Isform 0.009 Tw 0.1ID 15 BDC 9.9220 8.04 65 587.52

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