

Paid Professional Development Leave !NEW! Article 10.5

Update on Collective Agreement changes

Who can apply?

- All Regular Employees who have a minimum of one (1) year of full-time service.
 - This includes all Faculty, Assistant Instructors, and Technical Staff employees.
 - Yes, temporary service time will count towards the one year of full-time service.

Note: Temporary Employees are not eligible.

What is the deadline to apply?

- There are no deadlines specified in the new language.
- The PD Leave Committees are required to establish multiple application dates – up to three (3) per year.
- We expect most Committees will retain the February 1st deadline.

How much paid leave can I apply for?

- Up to one (1) year.
- **BUT** note that the Committees can only grant pay and benefit coverage for a maximum of nine (9) months
- So to take a year of paid leave you will need to augment your paid professional development leave with your vacation, month free of teaching or short-term development leave.

How much paid leave can I apply for?

- You can apply to take your leave as:
 - A single block of time or
 - In weeks or
 - In days or
 - In hours at a time
- And spread over a maximum of a twelve (12) month period.

How about expenses, fees and tuition?

- You can now apply for:
 - Tuition expenses
 - Conference fees and
 - Other expenses related to your PD Activity

AND

- You can apply for these expenses as well as applying for paid PD leave.

How much will I be paid?

- Leaves will be granted without any loss of pay or benefits to the maximum of nine (9) academic months.
 - No more of this 70% pay stuff!
- Yes, your Qualification Differential and your Administrative Allowance will continue to be paid during your leave.
- Yes, your Professional Development Allowance will also continue to be paid during your leave.

What criteria will the Committee use to consider leave applications?

- The general purpose of paid PD Leave remains the same:
 - Promote leadership in technological education through leaves intended to:
 - Maintain currency, flexibility and professional competence of employees and
 - Augment the professional development of individual Employees

What criteria will the Committee use to consider leave applications?

Plus:

Does the leave benefit the applicant and the Institute?

Note: One third of each Committee's funds are to be used for leaves whose value (including tuition and any expenses) exceeds four (4) months leave.

What criteria will the Committee use to consider leave applications?

Criteria when not all leaves can be funded:

- Weight and significance of the activity within its field
- Clarity of the planned program
- Total length of previous paid leaves
- Length of employment since previous paid leave

What criteria will the Committee use to consider leave applications?

- Equalization of opportunity between employees and Departments
- Rarity of occurrence of the planned activity
- Seniority when all other factors are equal
- Work experience may be given priority over study or research leaves

What's the role of my Department?

- You must first apply to your Department for the leave.
- The Department can only withhold their approval of your leave based on their inability to find a suitable replacement for you.

Note: The PD Fund pays the cost of your backfill while you are on leave.

Where do I apply?

- The five (5) PD Leave Committees remain the same:

Academic Studies

Business

Engineering

Health

SuperCommittee

Patricia Sackville, Chair

Dick Dolan, Chair

Kim Dotto, Chair

Kathy Kinlock, Chair

Val Karpinsky, Chair

What other things do I need to consider when I apply for this leave?

- If you get ill or are injured during your paid leave, you need to notify BCIT as soon as you know your illness or injury will prevent you from carrying out your leave activity. You are entitled to Sick Leave.
- Within one (1) month of the end of your leave, you must prepare a written report of your PD activities for the Committee and your Department.

What other things do I need to consider when I apply for this leave?

- If there is a significant change in your leave, you must notify the Committee so that they can review the revision to your leave. They may accept the revision or withdraw your leave.

And

- You must report any income stemming from your leave to the Committee.

How do I apply?

- Submit a letter of application to your PD Leave Committee
 - Give details of your request – When? What? Where? How long?
 - Include documentation that your Department has approved your leave.

Note: A form has been developed for the SuperCommittee: Paul Harris or I can send you a copy if you'd like a template for your application.

How do I apply?

- Three statements must be included in your application:
 1. A statement of your intent to continue employment at BCIT at the expiry of your leave equal in time to the period of paid leave granted.
 2. A statement of the proposed courses, study or work experience you wish to undertake and your perception of the relevance of this activity to your current or possible future role at BCIT or to BCIT's concerns. And

How do I apply?

3. Adequate documentary evidence of your acceptance into the proposed program of study or work experience. (Note: the Committee can consider and conditionally grant your leave without this evidence; however you must provide this documentation as soon as it is available. And you should indicate in your application that this material is not yet available and when you expect it will be.)