

PAID PROFESSIONAL DEVELOPMENT LEAVE FOR FSA MEMBERS

(FACULTY, ASSISTANT INSTRUCTORS & TECHNICAL STAFF)

Training vs. Professional Development

Professional Development activities are employee initiated, including management suggested activities. Any upgrading course required by management shall be paid for as training (Article 10.9).

Who can apply for PD leave?

All Regular Employees who have a minimum of one (1) year of full-time service are eligible to apply (Article 10.5.3.1). This includes Instructors, Assistant Instructors, Technical Staff and Specialized Faculty. Temporary Employees (Article 4.2) & Auxiliary Employees (Article 4.3) have no entitlement to this benefit.

Application Deadline

No deadline is specified in Article 10.5. However, the leave committees are required to establish multiple application dates up to a maximum of three (3) times per year (Article 10.5.2.3).

Amount of Leave

Eligible employees may apply for leave of up to one (1) year (Article 10.5.3.1), which may be renewed or extended. However, pay and benefits are only paid for a maximum of nine (9) months (Article 10.5.3.3). Anyone wishing to take a full year of paid leave will need to augment their 10.5 leave by using their vacation entitlement (Article 9.2) or their Month Free of Teaching (Article 8.6). Assistant Instructors, Specialized Faculty, and Technical Staff may also use Development Leave, Short-Term (Article 10.6).

Leave may be taken in a single block of time or may be taken in weeks, days, or hours at a time, spread over a maximum of a 12-month period (Article 10.5.3.4).

Tuition and Other Expenses

You can submit applications that include requests for tuition, conference fees, and/or other expenses related to the PD activity (Article 10.5.3.2).

General Statement of Criteria

The Committee will consider for approval leave applications that benefit the applicant and BCIT (Article 10.5.3.2). This is subject to the availability of funds and the committees' established criteria.

Backfilling of the Employee on Leave

Backfill costs are paid out of the PD Fund (Article 10.5.3.3).

Role of Employee's Department

Employees must initially apply to their Department for their leave. Department approval may be withheld on the basis of the inability to find a suitable replacement (Article 10.5.3.5).

Where do I apply?

There are four (4) PD Leave Committees described in Article 10.5.2. that consider applications from Faculty:

Academic Studies, Business, Engineering, Electronics & Computing, and Health (Article 10.5.2.1). The Super PD Committee considers applications from Assistant Instructors, Technical Staff and Specialized Faculty (Article 10.5.2.2).

Application Submission

Employees should submit a letter of application to the appropriate PD Leave Committee, giving details of their request and including documentation that their Department has approved the leave.

Your submission must include the following:

1. A statement of your intent to continue employment at BCIT at the expiry of the leave. In accepting a paid leave, you are deemed to accept the obligation to undertake a subsequent period of employment equal in time to the period of paid leave granted (Article 10.5.3.6).
2. A statement of the proposed courses, study or work experience, and your perception of the relevance of the planned activity to your current or possible future role in the Institute or to the Institute's concerns (Article 10.5.3.7).
3. Adequate documentary evidence of your acceptance into the proposed program of study or work experience situation. This requirement may be waived by the PD Leave Committee if time restraints require; however you must supply this documentation as soon as it is available (Article 10.5.3.8).

Appearance before the Committee

You may request, or you may be required, to appear when the Committee considers your application (Article 10.5.3.9).

Illness or Injury during a Leave

If you become ill or are injured during your paid leave, you must notify the Employer as soon as you are aware that your illness or injury will affect your ability to carry out your leave activity (Article 10.5.3.3). You are entitled to Sick Leave subject to Articles 9.3 and 9.12.2.

Significant Changes to Leave Activity

You must notify the Committee of any significant changes in your leave so that the Committee has time to review the revised proposal to complete your leave. The Committee may either revise or withdraw your leave (Article 10.5.3.11).

Professional Development Report

Within one (1) month, exclusive of vacation, of the expiry of your leave, you must submit a written report of the relevant activities during your leave. The report is given to your Department and to the Committee.

You must also report any income stemming directly from the leave activity to the Committee.