



UNIVERSITY OF VICTORIA PROFESSIONAL DEVELOPMENT  
PROFESSIONAL EMPLOYEES ASSOCIATION

### PROFESSIONAL DEVELOPMENT LEAVE APPLICATION

NAME:	DEPARTMENT:
POSITION #:	POSITION TITLE:
EMPLOYEE #:	HIRE DATE:

I hereby apply for salary supported professional development leave (leave) in accordance with the *Article 20 - Professional Development* provisions of the Collective Agreement between the Professional Employees Association (the PEA) and the University of Victoria (the University). I have read and understand the terms and conditions contained therein.

1. **Purpose of the leave**

To assist the University in evaluating your leave proposal according to the criteria in Article 20.03, please attach supporting documentation and/or provide details regarding associated costs and benefits in the space below. Please comment specifically on how:

- your leave proposal could be accommodated within your department's funding availability and operational considerations;
- the timing of the leave would cause the least possible disruption to the department; and
- your proposed professional development or investigation program would be of benefit to the University and yourself.

Please see attached

## PEA PROFESSIONAL DEVELOPMENT LEAVE APPLICATION

### 2. Duration of leave

Up to a 12-month maximum, I apply to take my leave from \_\_\_\_\_, 2007 to \_\_\_\_\_, 2008.

### 3. Location(s) where the professional development or investigation program will be taken

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### 4. Dates of professional development leave granted previously

\_\_\_\_\_, 19/20\_\_ to \_\_\_\_\_, 19/20\_\_

### 5. Types and amount of outside support (e.g. fellowships, travel grants, grant-in-aid received or for which application has been made)

Type	Amount

### 6. Return to employment

I agree to return to employment with the University of Victoria immediately following the leave for at least one year.

### 7. Report

In accordance with Article 20.11, I agree to file the prescribed report within 60 days of completion of the professional development leave.

### 8. Application and approval process

- a) I understand that the University and the PEA recommend staff members meet with their supervisor/department head prior to making written application for professional development leave in order to discuss the merits of the leave proposal and the probability of success.
- b) In order to be considered eligible, I agree to make written application to my supervisor/department head, with a copy to the Associate Vice President, Human Resources, by January 15 of the year prior to the fiscal year in which the leave is proposed.
- c) I understand that the department head will forward my application to the senior administrator (e.g. Dean, Director, Vice-President) for the faculty or division in which I am employed, and will notify me in writing whether the professional development leave can be granted within 30 days of receiving the signed application.
- d) If the application is approved, the senior administrator will forward a copy of the approval and a completed Position Status Change Request form for the Associate Vice-President, Human Resources for recording and processing.
- e) If the application is not approved, the senior administrator must provide a written explanation for the decision and suggested improvements for future application, with a copy to the Associate Vice-President, Human Resources.
- f) In the event that the leave cannot be granted under Article 20.03 (a) considerations, I understand the University may offer the leave in a subsequent year.

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommended by Department Head

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Senior Administrator

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Associate Vice President  
Human Resources (or designate)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date