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## Educational and Sabbatical Leave

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Policy Number:	4415
Key Process Area:	Employee Engagement & Culture
Owner:	ED PC
Current Approved Date:	Aug 20, 2020

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### POLICY STATEMENT

New Brunswick Community College (NBCC) encourages employees to upgrade their education through the employee learning program and, as such, provides support to employees in the form of an Educational or Sabbatical Leave. The leave enables employees to pursue College-approved academic, administrative, technical, industrial, or other post-secondary learning that will enhance their knowledge and skills for their employment with NBCC.

### PURPOSE

This policy provides a framework for requesting and approving educational and sabbatical leaves.

### SCOPE AND LIMITATIONS

This policy applies to regular and term employees at NBCC. Employees must be employed for more than 12 months as part of the qualification to apply. For term employees, the duration of leave cannot exceed the end of the term employment.

Unionized employees should refer to their collective agreements for provisions, which are specific to their bargaining units.

The number of leaves granted each year is at the discretion of the College and based upon available resources and merits of the applications.

The length of approved leaves is up to 12 months in duration.

Short-term educational leaves (i.e. one day off work to attend a program; or one week off work to attend a program) are to follow the form for Request for Professional Development (4000.5070) and the absence is entered into Employee Self Service (ESS).

### 1.0 DEFINITIONS

Not applicable.

### 2.0 IMPLEMENTATION

#### 2.1 Approval process

The employee must submit an application for consideration of leave at least six months prior to the anticipated commencement date. If submitted less than six months prior to the anticipated commencement date, the application shall be considered, but may not be approved.

- 2.1.1** If the application meets the criteria for approval, the completed application form will be approved by the manager and the Dean / Manager and forwarded to the Vice-President of Employee and Student Development for final approval.

**2.1.2** Applications will be evaluated using the following criteria:

- a) the learning is related to an industrial or professional attachment in the area of an employee's job responsibility
- b) the learning is related to educational methodology and new trends in education
- c) the learning helps improve the employee's professional certification
- d) the learning will help advance the employee's current or future responsibility as evidenced by a well-developed plan for professional, technical or skills training
- e) the availability of funds, and
- f) the long-term benefit to the College (preference will be given to activities, which enhance College programs and services on a long-term basis).

**2.1.3** Employees who are granted educational/sabbatical leave must agree, in writing, to return to their employment at NBCC for a minimum of one year following the leave.

**2.1.4** Approval of applications includes the provision to approve a leave at a percentage of salary and related fees up to 100% for educational leave and 75% for sabbatical leave.

### **3.0 OTHER RELATED DOCUMENTS**

Application for Educational and Sabbatical Leave (4415.4988)

Request for Professional Development (4000.5070)