

## Application for Educational Leave

Employee name	
Employee ID	
Position title	
Department	
Manager	
Date	

## Leave Details

Proposed dates of educational leave		
Purpose of the educational leave (academic, technical, industrial, etc.)		
Are you requesting a leave with salary continuance?	Yes	No
If the answer to the above question is yes, what percentage of salary are you requesting?		
Has this course been included in your annual learning plan? (Attach most recent learning plan)	Yes	No

## Educational Leave Benefits

Please describe your plans for the educational leave including the benefits to your professional development.	
Please describe how this educational leave relates to your current position, program and department.	
Please describe the long-term benefit to NBCC.	

In your opinion, is this leave required in order for you to perform your duties effectively at NBCC? Please explain.

## Signatures

Signature of Applicant:

Signature of Manager:

Signature of Dean: