

administration • reference memo

- keywords:**
- **BOARD POLICY**
 - **EDUCATIONAL LEAVE**
 - **CRITERIA - PROCEDURES**

This policy concerns the implementation of educational leave, other than the Paid Educational Leave defined in the collective agreement with the Capilano College Faculty Association, for employees of the College.

The College Board will consider, within resource limitations, funding of leaves for purposes of professional or career development within the following framework:

- a. Leaves may be requested by any eligible employee.
- b. A leave will not be granted unless it can be demonstrated that the functional needs of the College can be adequately met during the leave.
- c. The following criteria will be used in the evaluation of requests for leaves:
 1. the degree to which the activities to be undertaken while on the leave contribute to needs of the College and to the development of the applicant;
 2. the extent to which the activity can be undertaken appropriately through leave rather than by other means;
 3. the past record of the applicant as a contributor to the objectives and work of the College;
 4. the cost effectiveness of the leave proposal of the applicant;
 5. in the case of faculty members, whether the purpose of the proposed leave can be accomplished through the Paid Educational Leave provisions of the collective agreement between the College and the Capilano College Faculty Association.

Applications for educational leave will be processed in conformity with timelines and procedures established by the Vice President and Deans Committee; applications must indicate the proposed duration of leave, describe in detail the proposed program of activities to be undertaken, and address the criteria indicated above. A budget of expenses to be incurred by

administration • reference memo

- keywords:**
- **BOARD POLICY**
 - **EDUCATIONAL LEAVE**
 - **CRITERIA - PROCEDURES**

the applicant on leave must be included if the application is to include a request for support of all or some of these expenses.

Budgets covering costs of educational leaves are to be included in the budget distribution proposed to the Board.

Applications for educational leave should be addressed to the administrator responsible.

Adopted by Capilano College Board February 20, 1990.