

# PROFESSIONAL DEVELOPMENT LEAVES

Humber Faculty Union, OPSEU Local 562

June 2015

## Professional Development

The purpose of this sheet is to provide basic information to full-time faculty who are interested in professional development leaves. This sheet contains Frequently Asked Questions and some tips.

## Frequently Asked Questions

**Q: How many professional development leaves are approved each year?**

A: Depending on the total number of full-time faculty, between six to eight leaves are approved every year.

**Q: Who decides who gets a professional development leave?**

A: The decision is made based on approval of the professional development leave proposal and by seniority on the full-time faculty list. The College can also decide to approve non-union related professional development leaves, based on College needs, at its own discretion.

## Tip

Even though professional development leaves are seniority-based, don't lose heart if you are not at the top of the seniority list. Prepare your application and

---

*The professional development leave process starts in November every year.*

*Watch the Humber Communiqué for the announcement and application details.*

*Decisions are made in January.*

---



Professional Development Leaves

## In This Issue

- FAQs
- Tips



## ProDev Leave 101

You are eligible to apply after you have been a full-time member of the bargaining unit for at least six years.

Your professional development salary depending on years of service.

Starts at 55% to 80% max of current salary.

For pension calculations, professional development leave is deemed to be at full salary.

More information is available in the Collective Agreement, Article 20.

## Example: Professional Development Leave Letter

If you are approved for professional development, leave the College prepares a custom professional development leave letter for you to sign. The content of each letter differs between faculty members.

Example of OVERALL OBJECTIVES

As agreed with [ Dean, School], during your Professional Development Leave, you will work on [ \_\_\_\_\_ ].

As part of your professional development leave, you will be required to submit a report detailing your activities.

As you mentioned in your application, it is also your goal to allow for your colleagues and Humber students to benefit from your research and documentation of [ \_\_\_\_\_ ].

As a result, you will be expected to present in Humber's annual Showcase event as well as liaise with colleagues in other programs regarding where your project may be used as a resource. **OR** You will be expected to present your findings at a [ \_\_\_\_\_ ] Departmental meeting.

### Watch out for Intellectual Property Clauses

E.G. "Please note that the College will have a vested interest in any material of commercial value that is produced during a professional development leave funded by the College." Note: this clause does not appear in all letters. However, if you sign the letter with this clause, you give up your ownership of your material.

### Read letter carefully before signing

The Union can help you determine if the letter you are being asked to sign is fair.

## Contact Us

Give us a call for more information about the Professional Development Leave process or consult the Collective Agreement.

**Humber Faculty Union**

**205 Humber College  
Boulevard**

**Toronto Ontario**

**M9W 5L7**

Phone: 416-675-6622 ext  
4007

info@  
humberfacultyunion.org