

Professional Development & Educational Leave Policy



There is no legislation that applies to general leaves (leaves for unspecified purposes) or leaves for the purposes of professional development or education. This is an additional benefit (paid or unpaid leave) that may be introduced to serve the values and purpose of the organization and to meet employees' needs. If your organization can support these policies it is an excellent way to attract, retain and develop great employees.

Generally, policies of this nature cover:

- The purpose of the policy
- Criteria to qualify for the leave
- Responsibilities of the employee and employer during a leave
- Covering of costs (depending on the nature of the leave and funding)