

# Professional Development & Educational Leave Policy



## **Leave Of Absence With Pay**

### **Paid Education Leave**

ABC Company recognizes the value of 'life-long learning'. To be eligible for paid educational leave, a regular employee must have successfully completed their first full year of employment and not be within a stage of disciplinary action.

All eligible regular employees can apply for up to ten days of employee initiated paid educational leave per fiscal year. This leave is subject to the approval of their director, and will only be considered when it can be accommodated within the demands of the department and when it does not cause an undue hardship on staffing needs. The professional development opportunity must be directly related to the employee's current position and of benefit to ABC Company.

Paid education leave will not constitute overtime, and will not place an employee in an overtime situation if leave is taken during a regular workweek.

Paid educational leave is not carried-forward from one year to the next, and are not available for pay-out at the end of employment.

Should the professional development opportunity require more than these ten days away from work the employee will be required to use vacation or un-paid educational leave to attend.