

## HUMAN RESOURCES

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|-------------------------------------|---|
| Subject                             | EDUCATIONAL LEAVE – Support Staff<br>7.12 Educational Leave Support Staff   |
| Procedure Section                   | 8 Professional and Career Development   |
| No.                                 | 8.02  |
| Exempt Employment Policy References |   |
| Collective Agreement References     | Support Article 57 Educational Leave and Employee Training, clause 57.1   |
| Forms & Other Reference Material    | MyOkanagan > Employees > Administrative Functions > Employees (ELMS, Seniority, People Directory) > <u>My Leave Balances (ELMS)</u> |
| Status of Approval                  | Approved 13-June-2013 Chris Rawson  |

### PREAMBLE:

The collective agreement between the College and the BCGEU Support Staff provides for educational leave and employee training. This procedure applies where employees are selected by OC to attend a course in connection with their employment; it does not apply to leaves related to staff development.

### PROCEDURE:

1. An employee who has been selected by OC to attend a course in connection with their employment must provide proof of the employee's successful completion, as well as receipts for any monies paid.
2. Any leave required by an employee to attend such course should be submitted through ELMS for approval by the employee's Dean or Director. The Dean or Director will then forward the approved request to the Human Resources Division for processing.