

**Policy Title:** Education Leave  
Policy Approver: President's Office  
Policy Holder: Human Resources  
Category: Operational  
Original Date: October 1992  
Last Revised: May 2001  
Next Review:

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### Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 14<sup>th</sup> day of May, 2001.

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President, Yukon College

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Date

## 1. Purpose of Policy

### GUIDELINES

- Educational Leave may be available for periods exceeding ten weeks.
- The purposes of the leave are for University-approved academic, management, or industrial pursuits and development recognized as beneficial to the University.
- Only staff who have successfully completed their first probationary period with the University are eligible to apply for Educational Leave.

## 2. Governing Legislation and Relevant Documents

Board Governors *Vision, Journeys, Trails, Ends Statement*

University Act

## 3. Procedures

### 3.1. Application

- Requests shall be submitted to the President on Education Leave Application forms (see sample attached) six months prior to leave date.
- Recommendation will be forwarded by the President to the Board of Governors five months prior to leave date and a final reply will be received at least four months prior to leave.
- Upon approval by the Board the successful applicant will be required to enter into an agreement with Yukon University regarding financial arrangements and return commitment.
- The successful applicant will be required to submit a progress report to the President after each semester of course work is completed, and marks received.
- The successful applicant will be required to submit to the President a report upon the completion of his/her educational undertakings within one month of returning to work.

### 3.2. Amount of Financial Assistance

Educational leave may be subsidized or granted with no financial assistance. The amount of the financial assistance granted to staff for educational leave is proportional to the benefit

which the University can reasonably expect to derive from its investment. Financial assistance should therefore be determined according to the following general guidelines:

3. 2.1. 85% of salary plus full tuition and other agreed-upon expenses may be granted, if the education program

- meets a knowledge/skill requirement which is essential for the efficient and effective operation of a University program; or
- relates specifically to the staff member's present planned work requirements; or
- directly benefits the University.

3.2.2. 15-85% and/or agreed upon expenses may be granted when the education program

- contributes significantly to the University's operations, but is not essential; or
- is generally related to the staff member's present or planned work requirements; or
- only indirectly benefits the University.

3.2.3. No financial assistance

Leave for educational purposes may be granted without pay or other financial assistance when the educational program

- is not required for the University; or
- is not related to the staff member's present or planned work requirements; or
- primarily benefits the staff member.

**3.3. Evaluation Criteria**

3.1 POINT EVALUATION - EDUCATION LEAVE			
Relation to the Job	Immediacy of Benefit	Contribution of Staff Member to the University	Obligation of the University to Provide Training
Not essentially related to the work but course work provides useful background.	Not immediately beneficial but probable benefit to future job assignments.	Satisfactory	Primary obligation rests with the employee.
Related to job assignment.	Immediate benefit to present job assignment.	Very Good	Mutual obligation.
Very specifically related to a major portion of the job assignment.	Definite future benefit to organization	Outstanding	Primary obligation rests with the employer.
Maximum 3	2	3	3 Total 11

<u>Point Rating</u>	<u>Assistance</u>
4	15% of Salary
5	25% of Salary
6	35% of Salary
7	45% of Salary
8	55% of Salary
9	65% of Salary
10	75% of Salary
11	85% of Salary

**Other Criteria**

In addition to the above criteria, other relevant considerations may be

- length of leave;
- level of training sought (e.g., undergraduate, graduate, technical);
- length of service with Yukon University;
- probationary status, if any of the staff member;
- whether or not staff member is eligible for other financial assistance from any other sources;
- living costs at site where educational leave is taken;
- family situation of staff member (e.g., does the staff member have a working spouse who would give up his/her job).

**3.4. Staff Entitlements While on Leave of Absence for Purpose of Educational Leave**

While on educational leave (leave without pay, with or without an allowance), the staff member's entitlements are as follows:

1. The accumulation of all leave is frozen.
2. For management staff, merit increases will be pro-rated based on the number of calendar months which the staff member worked. For non-management groups the Collective Agreement or any other relevant agreement will apply.
3. The payment of the Yukon Bonus is pro-rated according to the number of months worked by the staff member during the year when the leave is taken.
4. For a staff member in receipt of an allowance, deductions for benefits, pension, insurances, and others will continue to be made as if the staff member were on full salary.
5. Where a staff member is not in receipt of an allowance, deductions for pension, insurances, and other benefits will be cost shared and will be recovered, once he/she returns to work, over a period of time equal to the period of leave without pay. At the staff members request, these arrears may be paid in full upon return to work.
6. Where a staff member is not in receipt of an allowance, GSMIP payments must be made in advance.
7. The period of educational leave will count as continuous service for purposes of vacation leave, severance pay, long service awards, and pensionable service.

**YUKON UNIVERSITY**

**EDUCATION LEAVE APPLICATION**

Please print Date: \_\_\_\_\_  
Division: \_\_\_\_\_

Name: \_\_\_\_\_  
Surname Given Name

Curriculum Vitae  
 Post Secondary

From	To	Name of Institution	Discipline	Degree Year
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Professional/Trade Experience

From	To	Employer	Type of Employment
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Community Service

From	To	School/Community	Type of Work
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Courses taken for Professional Development Since Graduation:

Why are you applying for Education Leave?

Institutions Considered for your Education Leave:

Program - List Courses:

Degree/Certification Sought:

Thesis/Major Paper (Title and Abstract) If Applicable:

Preparation you have made to date:

**4. Other Related and/or Accompanying Documents**

B. FORM (attached)