

HUMAN RESOURCES

Subject	EDUCATIONAL LEAVE – Support Staff 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.