



EDUCATION LEAVE APPLICATION

Education leave is granted through the authority of the College Board. The welfare of the College and the professional competence of employees are among the prime considerations in approving leaves for approved study or research. (Collective Agreement 8.3.2)

Requests for education leaves must be made to the appropriate Vice President concerned and must be accompanied by an outline of the purpose of the leaves. The Education Leave Committee shall review and recommend education leave applications, at least once a year, to the appropriate Vice President. (Collective Agreement 8.3.3)

Application submission dates:

February 1st for activities commencing in the new fiscal year.

If there is Education Leave remaining after the first applications are adjudicated, the Committee will put out a second call later in the year.

Applicant Name:	
Department:	Application date:

A. DATE AND LENGTH OF PREVIOUS EDUCATION LEAVE(S) IF APPLICABLE:

Date(s)	Length

B. EDUCATION LEAVE INFORMATION (you are applying for):

Program	Full-Time or Part-Time (indicate %)	Start date	End Date

C. PURPOSE OF EDUCATION LEAVE:

Provide a detailed education leave plan – purpose of the leave, detailed description of activities including time lines.

- If the education plan involves a study leading to a certificate, diploma or degree, applicants should provide a copy of confirmation of acceptance and any relevant correspondence with the educational institute
- If the education plan refers to self-directed studies, a detailed description of the proposed activities and their outcomes is required

D. OUTLINE OF BENEFITS TO THE COLLEGE AND TO YOU:

1. Please indicate your education goals and what you intend to achieve during this leave.

2. Please indicate how your goals and activities fit within VCC's strategic goals.
<http://www.vcc.ca/deptUploads/governance/VCCStrategic-ePlan2006.pdf>

3. Please indicate how your goals and activities fit within your department and school.

E. SUPPORTING DOCUMENTATION CHECKLIST (please attach to your application):

- If the education plan involves a study leading to a certificate, diploma or degree, applicants should provide a copy of confirmation of acceptance and any relevant correspondence with the educational institute
- Letter of support from department head including how the department plans to handle the release time

F. COMMON/ ADJUDICATED PD FUNDING:

If you are applying for Common or Adjudicated PD funding, attach the funding application along with printed estimates of expenses.

--

G. SIGNATURES:

Faculty signature:	Date:
Department Head signature:	Date:
Dean signature:	Date:

H. FOR COMMITTEE USE ONLY:

Approved (# of months)	Not Approved	VP Education signature	Date