



Policy Title:	Professional Development Procedure
Policy Number:	

1. Purpose

This procedure supports the Professional Development Policy and outlines the process for requesting University support for professional development activities.

2. General Procedure

Subject to the limitations and conditions set out below, the University may, at its sole discretion, approve support for professional development activities that are directly related to the business of the University and/or the position occupied by the employee.

Only professional development activities that further the business interests of the University, support the employee's professional responsibilities, or are considered by the University to be beneficial to the work the employee performs for the University may be considered for approval.

Professional development activities may include, but are not limited to:

- Educational courses;
- Programs;
- Conferences;
- Seminars;
- Workshops;
- Professional association activities;
- Scientific or academic meetings; and
- Similar activities approved by the University.

For faculty members, professional development support is subject to current funding availability and guidelines as published in the Faculty Handbook.

Process to Seek Professional Development Support

An employee who seeks University support for a professional development activity must submit a written request to their line manager and Human Resources.

A written request should normally be submitted for approval at least 30 days before the anticipated start date of the professional development activity the employee wishes to attend or participate in.

The written request must include the following information and supporting documents:

- The nature of the professional development activity, including details of the course, program, conference, seminar, or activity being offered;
- The name of the institution, organization, or sponsor offering the activity;
- The dates on which the professional development activity will take place;
- The amount of leave, if any, being requested, and whether the request for leave is with pay or without pay;
- The estimated cost of attending or participating in the professional development activity and any related expenses, if applicable; and
- An explanation of how the professional development activity furthers the business interests of the University or is relevant to the employee's position, professional responsibilities, teaching, research, service, or area of expertise.

3. Review and Approval

Human Resources will review the request and supporting documents. Further documents or information may be requested from the employee.

A request for professional development support will not be processed unless and until all required information and documents have been received.

The final decision on whether professional development support will be approved rests with the University. Approval may consider:

- Relevance of the activity to the employee's role;
- Benefit to the University;
- Current funding availability;
- Applicable Faculty Handbook guidelines, where relevant;
- Operational requirements;
- Timing and impact on assigned duties;
- Whether the employee is presenting, participating, or representing the University; and
- Any other relevant institutional considerations.

Approval of professional development support is not automatic. The University may approve, deny, limit, defer, or modify a request at its sole discretion.

4. Funding and Reimbursement

The University may approve financial support for professional development activities, subject to current funding availability, applicable guidelines, and University approval.

For faculty members, funding support will be considered in accordance with the current funding availability and guidelines published in the Faculty Handbook.

The University may, at its discretion, provide additional support where the employee is presenting a professional publication, representing the University, or participating in an activity that directly benefits the University's academic, professional, or institutional objectives.

Unused professional development funding does not carry forward unless expressly approved by the University.

Reasonable expenses associated with an approved professional development activity may also be considered for reimbursement. Such requests will be reviewed on a case-by-case basis and must comply with applicable University expense and reimbursement procedures.

5. Conditions for Reimbursement

Reimbursement of approved professional development support and any related expenses, if applicable, is subject to the following conditions:

- The employee must fully participate in and complete the professional development activity to the reasonable satisfaction of the University;
- Written proof must be provided to the University after completion of the professional development activity to confirm the employee's attendance and, where applicable, successful completion;
- Original receipts, invoices, or other appropriate written proof must be submitted to the University confirming the cost of the professional development activity and any related expenses;
- Proof that the employee has paid the applicable costs and/or expenses must be submitted; and
- Where required by the University, the employee must sign a written work-back agreement.

The University will not reimburse any amount for the cost of the professional development activity or related expenses unless and until the required conditions have been satisfied.

6. Work-Back Agreement

Where the University provides financial support for a professional development activity, the University may require the employee to enter into a work-back agreement.

The terms of any work-back agreement will be determined by the University and must be agreed to in writing before reimbursement or financial support is provided.

7. Records

Human Resources will retain records of professional development requests, approvals, supporting documents, reimbursement documentation, and any related work-back agreements in accordance with University recordkeeping requirements.

8. Related Policy

- Professional Development Policy