

GUIDELINE FOR PM EMPLOYEES (PM 9-11)

# LEAVE OF ABSENCE WITH PAY – PROFESSIONAL DEVELOPMENT / EDUCATION

Prepared by The Division of People Strategy, Equity & Culture  
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UNIVERSITY OF  
TORONTO

# PURPOSE

This guideline provides information about paid professional development / education leave for employees in the Professional Managerial employee group (9-11) to engage in career and/or professional development, for example to pursue independent study and/or a project.

# CRITERIA

An employee who meets the criteria below may apply for leave under this Guideline:

- 1) Continuing PM employee;
- 2) Classification level PM 9 or higher;
- 3) Appointment percentage of 50% or greater FTE; and
- 4) Five years or more of service as an employee at the University.

The decision to grant or deny an application for paid leave under this Guideline is at the University's sole discretion, and also takes into account the following:

- 1) Operational and business needs of the department;
- 2) The professional benefit to the Applicant; and
- 3) The benefit to the department and/or University.

## CONDITIONS OF LEAVE

- 1) The leave period may be up to 6 months in duration. Salary and benefits will continue in the normal course.
- 2) The educational pursuit can be internal or external to the University.
- 3) Participants must deliver a tangible outcome at the end of the leave period, such as research or a report. Applications must include a proposal for this outcome, which will be considered in the approval process.
- 4) Participants must enter into an agreement to remain at the University for a minimum of two years following their return from leave or pay back all salary costs to the University in full.

# PROCESS

A PM staff member who wishes to request approval for this leave must submit a completed application to their division head no later than one year preceding the start date of the leave. Every request for a professional development/education leave requires the approval of the Division Head and the Vice-President, HR & Equity (or designate).

The University will endeavour to respond to requests no later than one month from the date of the request.

Approved leaves may be cancelled by either party no later than six months' prior to the leave.

# APPLICATION

Requests for professional development/education leave must include a statement outlining the purpose of the leave, how it will support the applicant's professional development and contribute to the department / University, as well as what the applicant proposes to deliver at the end of the leave, such as research or a report. The statement provided by the PM staff member must be sufficiently detailed to allow the division unit head and the VPHR&E to assess the application.

# SPECIAL CIRCUMSTANCES

## DEFERRAL

A PM staff member may request to **defer** an approved leave up to a maximum of one year. The request to defer must be submitted within two months of the approval and must provide an explanation for the request. The decision to grant or deny such a deferral is in the University's sole discretion.

## QUESTIONS?

Contact Andrea Foster at [a.foster@utoronto.ca](mailto:a.foster@utoronto.ca) or (416) 523-4297.