

## **G.21 Short Term Educational Leave for Senior Staff**

Administration and Management  
*Nunavut Arctic College*

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### **Nunavut Arctic College Short Term Educational Leave for Senior Staff**

#### **POLICY**

Nunavut Arctic College encourages continuing professional development.

#### **DEFINITIONS**

Senior Staff:	All College employees in senior management and excluded managerial positions.
Short Term Educational Leave:	Leave authorized by the President or the Board of Governors and not exceeding six months in length.

#### **PROCEDURES**

1. Applicants applying for education leave must have 5 years of continuous employment at Nunavut Arctic College, including a minimum of three years in their current position.
2. Application for leave is made to the President, who will review and make recommendation to the Board of Governors.
3. Allowances may be paid to the individual taking leave to a minimum of 60% of annual salary. As well, the College may agree to support some or all removal costs and/or student fees.
4. Short term leave of six months may be renewed by Board motion.
5. The recipient will assume their current or equivalent position upon return and continue to work for the College for a period of at least twice the length of the leave.
6. If the recipient does not return to the College s/he must immediately repay all monies paid to him/her as well as interest on these monies at the rate of prime plus 2% for the period in which the monies were granted.
7. In case of termination of appointment by the College, the College shall release the recipient from all liabilities under the terms of this agreement.
8. Tuition fees for courses taken on a part-time basis during personal time may be refunded upon submission of proof of successful completion of the course if it is deemed to be valuable to the work of the manager and does not require absence from duties. Prior approval for reimbursement must be sought from the President before the course begins.