

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

9.9 CAREER DEVELOPMENT LEAVE

Classification: Personnel -
Robarts Clinical Trials - Eligible
Staff

Effective Date: 01JUL08

Supersedes: (New)

POLICY

- 1.00 A Career Development Leave of absence may be granted to pursue studies related to the present responsibilities of the staff member or to the anticipated career path of the staff member within the University.
 - 1.01 A staff member may initiate a request for a Career Development Leave to the appropriate Supervisor. This request must outline the timing of the leave, the period of the leave, the specific reason for the leave and the expected enhancements of skills or knowledge to the individual.
 - 1.02 If approved, all arrangements for Career Development Leave will be confirmed in writing by a letter from the supervisor, with the staff member's signature to confirm these arrangements. A copy will be forwarded to the Payroll/Records Section of the Department of Human Resources and the staff member and the supervisor will each retain a copy.
 - 1.03 Career Development Leaves will be without pay but may be funded by a deferred salary leave agreement between the staff member and the University as delineated under the provisions of the Deferred Salary Leave ([Policy 9.10](#)).
 - 1.04 Human Resources will be consulted in working out salary deferral arrangements.
- 2.00 Application of the provisions of this policy is subject in every case to the requirements of the unit concerned and the University.
- 3.00 A staff member who is on leave shall be apprised at the earliest opportunity of any significant changes in Clinical Trials that have a direct impact upon the staff member's position.