



SECTION 6: HUMAN RESOURCES

POLICY 6.16: STAFF DEVELOPMENT AND EDUCATIONAL LEAVE

Passed:
Amended:

6.16.1 Educational Leave

6.16.1.1 Preamble

The Chief Librarian may grant educational leave, upon application, with or without recompense as set out below. Upon return to work the employee will be entitled to a position at the pay scale of the position held immediately prior to taking educational leave. During educational leave the employee will not accumulate benefits except as provided hereafter.

6.16.1.2 Complete Recompense

An employee shall be granted leave with pay to take courses or seminars at the request of the Library. The Library will bear the cost of the course or seminar. There will be no loss of position while on this type of leave.

6.16.1.3 Partial Recompense

An employee wishing to take or participate in a work related course, seminar or workshop may be partially recompensed for such activities at the discretion of the Chief Librarian. Partial compensation may include time off with pay.

6.16.1.4 Without Recompense

An employee may be granted leave of absence without pay for up to four (4) months, which may be renewed/extended by mutual agreement, to take courses if:

He/she has been regularly employed by the Library for a minimum of 3 years, and

The course is relevant to present and future Library requirements.

Application will be in writing at least sixty (60) days in advance.

6.16.2 Library Employee Education Program (LEEP)

The Library Employee Education Program will be an annual budget item to facilitate staff improvement and Library performance. Requests are welcomed.



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6.16.3 International/Inter-Provincial Job Exchanges

6.16.3.1 Intent

The Prince George Public Library supports, in principle, international/inter-provincial job exchanges, as a form of staff development. The intent of job exchanges is to place an employee from another institution directly into the position held by the Library employee taking the leave.