

Professional Development Directive

Rationale

This directive exists to ensure that a framework exists for all full-time and part-time staff regarding professional development.

Definitions

Annual refers to the fiscal year of July 1 – June 30.

Professional Development is the acquisition of skills and knowledge, with the intention of enhancing one's career development. Professional development may facilitate an array of learning opportunities.

Regulations

- 1 SAMU provides resources on an annual basis for professional development.
- 2 Employees, excluding The Griff part-time employees, will accrue professional development funding at the following levels;
 - 2.1 Annual amount of \$500 for full-time staff and \$250 for part-time staff for professional development.
- 3 Access to professional development initiatives and study leave are balanced with the operational requirements and financial resources, and respect contractual commitments.
- 4 SAMU supports a learning culture that encourages professional development to achieve the objectives of this association.
- 5 Professional development will be identified in an employee's PD plan that is approved by their director.
- 6 Professional development requests must be submitted to an employee's director, in writing, for approval.
- 7 Employees must complete their probationary period before access to professional development funds will be considered.



Fact Sheet

Approvals:

First Approval – February 12, 2024

Last Approval – December 15, 2025

Date of Last Review: December 15, 2025

Source and Updates:

February 12, 2024: *Professional Development* Directive approved by Directives Group motion 2024-02-12-13. Source material taken from *Professional Development* Procedure.

December 15, 2025: *Professional Development* Directive approved by Directives Group motion #2025-12-15-3. Major updates include addition of part-time staff eligibility (excluding The Griff part-time employees as they have a dedicated budget line for PD) and increasing the annual amount from \$450 to \$500 for full-time staff.

Related Documents and Forms: