

## 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.

**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:**