



## Stewards Bulletin

### PD or Vacation During Reading Break

Are you planning to go away during the Reading Break?

Are you planning to attend a conference?

Reading Break is a normal work week for all faculty. Instructional faculty are expected to hold office hours and those hours could be held off-campus through email or telephone. Also, you are expected to be available for meetings. However, if you are opting to take that week as vacation or as PD, you need to follow the normal approval processes found in our collective agreement.

If you wish to take **vacation**, you must request it through your coordinator (article 2.8) and then s/he will make a recommendation to the dean. The dean can deny or accept this recommendation based only on the reasons found in article 2.8.2.1.

If you wish to take the time for **professional development**, you must complete a two-step process:

1. You need to write and submit a PD proposal and have it approved by your functional area's PD committee. Then, the committee needs to send the recommendation to the dean (article 2.8). The dean can accept or deny this recommendation based only on the reasons found in article 2.8.2.1.
2. You need to inform your coordinator that you wish to do professional development during the Reading Break. The coordinator will make a recommendation to the dean (article 6.9.4) based on whether or not the timing of PD is acceptable, but not the proposal. The dean can accept or deny your request but it should not be "unreasonably withheld."

If you are planning to go away, the CFA urges you to read our "Know Before You Go" document under the **Stewards/Bulletins** area on our website ([www.capilanofaculty.ca](http://www.capilanofaculty.ca)).

If you have any questions, please contact your area steward or the chief steward, Nanci Lucas, at either [nlucas@capilanou.ca](mailto:nlucas@capilanou.ca) or extensionx3673.