



Policy Name <b>REQUEST TO ATTEND WORKSHOPS AND SEMINARS BY STAFF</b>			Policy Number: <b>0946</b>
			Effective Date: February 15, 2006
Approved By: Management Committee	Drafted by: Director of Resident Care	Review Date: March 2018	Date Revised: March 6, 2013
Classification: Human Resources			Page No: Page 1 of 2

## POLICY

The Salvation Army Agapé Hospice supports opportunities for staff to attend workshops and seminars.

Workshops and seminars are seen as opportunities for professional development and a means for the Hospice to keep abreast of “leading edge” practices that contribute to a learning environment.

**In the event that this policy is in conflict with the terms and conditions of the collective Agreement, the Collective Agreement shall prevail over this policy.**

## APPROVAL

Requests for permission to attend a workshop and / or seminar must be initiated by completion of a Request for Leave form and submitted to the department manager for approval. The staff member understands that any cost associated with workshop or seminar attendance is their sole responsibility.

In reviewing the application, the following criteria will be considered by the respective Manager at Agapé Hospice in determining approval for an employee to attend workshops / seminars:

- Will it contribute to the professional/personal development of the staff member and,
- Will it contribute to the advancement of knowledge within the staff members chosen professional field and,
- Will it be of relevance to the staffs current role at Agapé Hospice and,
- Will it contribute to the enhancement of the learning environment at Agapé Hospice and,
- Is it a way of recognizing the staff member for his/her contribution towards the hospice vision.



Policy Name  <b>REQUEST TO ATTEND WORKSHOPS AND SEMINARS BY STAFF</b>	Policy Number: <b>0946</b>
	Page No: Page 2 of 2

## **CROSS-REFERENCE**

Collective Agreement: Articles 35.03(a) (B) (C) (D) Professional Development and 35.04 Travel.

The Salvation Army Agapé Hospice Management Exempt Benefits Handbook

[Request for Leave form](#)

[Policy #0808 – Volunteer Continuing Education](#)