

SAMPLE: Professional Development and Training Policy

From Hot Docs Policies & Procedures Manual

Note: When creating policies, organizations may want to stipulate how much money will be provided annually for training.

The Festival supports the ongoing education of its employees. Training and professional development needs and opportunities should be identified during the performance review process.

Employees are eligible for professional development and training support after one year of employment. Paid leave is available to employees attending professional development seminars, which enhance job skills used in the service of the Festival. The Festival may pay all or a portion of the cost of professional development seminars. Attendance at such seminars must be pre-approved by the employee's supervisor.

Where specific training is required for the position, the Festival will pay 100% of the costs of the training.