

SERVICE POLICY

The UVic Employee Learning Calendar offers employees professional development free-of-charge throughout the year. We design courses that are participant-centered and align with:

- UVic's priorities and values
- UVic Competency Model
- employee requests
- facilitator availability

The calendar is managed by the Organizational Development & Learning Services (ODLS) team. And it has three planning cycles: Fall (Sept-Dec), Spring (Feb-Apr), Summer (May-Aug).

ELIGIBILITY

All UVic employees (faculty & staff) can register for sessions. Employees may re-take a learning session. If a session has a waitlist, we focus on:

- continuing employees (full or part-time)
- employees attending the session for the first time

A department FAST account code is required upon registration. Sessions are free unless there is a cancellation or no-show.

CANCELLATION & NO-SHOWS

We apply fees to cover the costs of facilitators, supplies, catering, and room bookings. The fee structure is in the table below.

Please cancel your registration **at least 5 business days before** an in-person session **OR** cancel your registration **at least 2 business days before** an online session. This does not include the day of the session.

If you can no longer attend, we encourage you to find someone else to attend in your place. *Please notify the ODLS office about the switch and we will wave the fee.

If you cannot attend the session due to illness, notify the ODLS office as soon as possible.

Please continue to follow [health and safety guidelines](#). If you're sick, stay home and follow the public health guidelines.

EMPLOYEE LEARNING CALENDAR

Cancellation & No-Show Fees

In Person - Baseline fee	Additional fees
For sessions of 3.5 hours or less: \$60	Lumina Spark: \$160 (\$220 total) Cultural Intelligence: \$40 (\$100 total)
For sessions more than 3.5 hours: \$120	
Online - Baseline fee	Additional fees
For sessions of 3.5 hours or less: \$30	Ambit courses: \$70 (\$100 total) Micro Aggressions and Gender Diversity
For sessions more than 3.5 hours: \$60	

** No fees apply to sessions facilitated by the UVic Employee & Family Assistance Program ([EFAP](#)), TELUS Health.

SCHEDULING AND ATTENDANCE

Most course are set between 8:30am - 4:30pm. If your regular work hours fall outside these times, talk to your supervisor before registering.

If you need to arrive late or leave early from a session, notify the ODLS office **before the session**. We will look at the specific course and let you know if you will miss vital content. You may be encouraged to re-schedule to another time.

CONTACT

For all inquiries related to the Employee Learning Calendar, please contact the ODLS office at ODLS1@uvic.ca