SERVICE POLICY

The Employee Learning Calendar is a program that offers employee professional development free-of-charge throughout the year. This program is designed to offer quality, engaging, and participant-centered learning that supports the university values. The calendar is managed by the Organizational Development & Learning Services (ODLS) unit within the Human Resources department (HR).

The program follows the academic calendar with three planning cycles: Fall (Sept-Dec), Spring (Feb-Apr), Summer (May-Aug).

Specific calendar offerings are chosen based on alignment with UVic’s strategic priorities and Competency Model, employee requests, and facilitator availability.

ELIGIBILITY

All **regular, continuing full- or part-time** UVic employees (faculty & staff) are eligible to register for sessions. A department FAST account is requested upon registration but is only charged in case of late cancellation or no-show.

Exceptions for term employees may be considered **on a case-by-case basis**. These may include:

- Supervisory request
- Length of continuous employment at the University (greater than 1 year)
- Job requirement
- Performance management

Employees may re-take a learning session; however, in the case of a session with a waiting list, priority will be given to those who have not attended before.

CANCELLATION & NO-SHows

Sessions included in the calendar are free-of-charge; however, a department FAST account is required upon registration as a late cancellation or no-show fee may apply to cover costs of facilitation services, supplies, catering and room bookings. Our fee structure is outlined in the table below.

In order to avoid a late cancellation fee, employees (or their proxy) must provide a **minimum of 5 business days’ notice for in person sessions, and a minimum of 2 days for online sessions**, not including the day of the session. If the cancellation notice is not received within this timeline, the fee can still be avoided if the registrant finds another eligible employee (a proxy) to attend the session in their place. If the registrant finds a proxy, they need to notify the ODLS office or the facilitator of the swap.

If an employee cannot attend the session due to illness, they need to promptly notify the ODLS office. The no-show fee will be waived if a proxy is found in time. Employees are still subject to a fee when notifications of illness are received after the session.
**EMPLOYEE LEARNING CALENDAR**

Cancellation & No-Show Fees

<table>
<thead>
<tr>
<th>In Person - Baseline fee</th>
<th>Additional fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>For sessions of 3.5 hours or less: $60</td>
<td>Lumina Spark: $140 $(200 total)</td>
</tr>
<tr>
<td>For sessions exceeding 3.5 hours: $120</td>
<td>5 Choices to extraordinary productivity: $140 $(260 total) 7 Habits of highly effective people: $180 $(300 total)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online - Baseline fee</th>
<th>Additional fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>For sessions of 3.5 hours or less: $30</td>
<td>Lumina Spark: $140 $(170 total)</td>
</tr>
<tr>
<td>For sessions exceeding 3.5 hours: $60</td>
<td>5 Choices to extraordinary productivity: $140 $(200 total) 7 Habits of highly effective people: $180 $(240 total)</td>
</tr>
</tbody>
</table>

**No fees apply to Info sessions facilitated by the UVic Employee & Family Assistance Program (EFAP), Morneau Shepell.**

**SCHEDULING AND ATTENDANCE**

Learning opportunities offered through the calendar are normally scheduled during traditional service hours (8:30am - 4:30pm). It is expected that employees arrive on time, participate to their best in the session, and stay until the end. Employees are also asked to avoid the use of scented products in the classrooms in alignment with UVic’s scent safety guidelines.

For employees whose regular work hours do not align with this schedule, advanced consultation with their supervisor is encouraged. If there is an exceptional situation requiring an employee to arrive late or leave early, they must request approval from the ODLS office before the session. Depending on the case, the employee may be advised to cancel registration and re-schedule their attendance.

**CONTACT**

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