## **SAMPLE PROFESSIONAL DEVELOPMENT POLICY**

[CLINIC NAME] is committed to creating a work environment that supports continued learning. Where possible, work-related courses or training that will enhance or upgrade the knowledge and skills of employees will be provided or supported, which will increase employees’ ability to provide excellent service.

To apply for funding or time away from work, employees must send a written request and proposal to [YOUR MANAGER/HR DEPARTMENT] outlining:

* The name and location of the course or training program.
* The time away from work required to attend the course or training program.
* The cost of the course or training program.
* The financial contribution requested from [CLINIC NAME] to facilitate attending the course or training program.
* The intended benefit to the employee and to [CLINIC NAME] as a result of taking the course and/or training.

An employee’s years of service, the potential benefits to [CLINIC NAME], succession considerations, and mentoring possibilities will be measured when reviewing applications for professional development funding. These considerations will be made within the context of the current budget for [CLINIC NAME].

All requests for professional development funding will be reviewed on a case-by-case basis.