

# Application for a Development Initiative

This form can be used to obtain departmental approval for financial assistance if the department considers the development initiative a significant investment that requires a return service commitment.

## PART A (to be completed by Originator)

Date: mm/dd/yy

### 1. Application Submitted By or For:

Name:

Title:

Department:

Branch/Division:

Location and Phone Number:

Position #:

Originator:

(Employee)

(Employer)

### 2. Purpose of Application:

Education Leave

Other (specify)

Description of Proposal:

Period of Time Involved: From: mm/dd/yy To: mm/dd/yy

Total Number of Work Days Absent:

Name and Location of Institution:

**3. Details of Proposal:**

Record other supporting documentation here, or on an attachment, if more space is needed – for example, initiative description, implications for the workload and suggested options, relationship to the department’s business plan and human resource plan.

**4. Description of Results Expected from this Workforce Development Initiative:**

Describe the skills/knowledge to be acquired and how these apply to present and/or future positions.

**5. Supervisor’s Comments:**

Record any comments relevant to the request, such as implication for the area, recommendations on cover-off of position duties during period of absence, etc.

**6. Percentage of Assistance:**

Base these percentages on the ratings from *Assessing Requests for Financial Assistance for Workforce Development*. (This form is available on-line at [psc.alberta.ca/directives/wrk\\_dev/requests.pdf](http://psc.alberta.ca/directives/wrk_dev/requests.pdf))

**Factor**

Operational Considerations (a Yes / No decision)

Comments:

Human Resource Requirement (maximum of 50%) %

Comments:

Employee's Contribution to the Organization (maximum of 30%) %

Comments:

Nature of Proposed Initiative (maximum of 20%) %

Comments:

Total % Financial Assistance %

**7. Estimated Costs:**

(a) For Education Leaves Only:

(i) Current Gross Salary for Education Leave Period \$

(ii) Salary for Education Leave Period x Total % Financial Assistance (Section 6 above) = a) \$

(b) Course Costs:

Items:

Books \$

Tuition \$

Travel \$

Accommodations \$

Other (Specify) \$

Total Course Cost: \$

Total Course Costs x Total % of Financial Assistance  
(Section 6 above, or other %; specify) = b) \$

Total Financial Costs (a + b) = Grand Total \$

**8. Return Service Commitment:**

Recommended       Not Recommended

Rationale:

**9. Recommended By: (signatures as may be required in department)**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**Supported By:**

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Director or Designate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designated Authority

\_\_\_\_\_  
Date