Interior Health would like to acknowledge that it operates and provides services on the traditional, ancestral, and unceded territories of the Dãkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, syilx, and Tŝilhqot'in Nations.

Interior Health recognizes that a diverse workplace includes all people, particularly those belonging to historically, systemically, and/or persistently marginalized groups, as well as individuals with protected characteristics under the B.C. Human Rights Code.

1.0 INTRODUCTION

1.1 Purpose

To promote engagement and retention of our people at Interior Health (IH) through continuous learning and development opportunities.

1.2 Applicability

This policy applies to Interior Health Employees.

1.3 Scope

This policy covers the expectations for requests for IH funded learning and development opportunities.

This policy **does not** cover the requirements for:

- reimbursement of travel-related expenses. See Policy AP0300 – *Travel Expense and Travel Expense Policy User Guide*
- continuing medical education (CME) for physicians. See *Physician Master Agreement.*
- Signing authority. See Policy AP0700 - *Signing Authority*

2.0 POLICY

2.1 Submission processes to request IH funded learning and development opportunities are established and accessible to Employees.

2.2 Requests are considered in accordance with collective agreements, Employee contracts, organizational priorities, workforce development priorities, and funding availability, with the terms of an applicable collective agreement overriding conflicting considerations.

- *"Employees who are covered by a Collective Agreement shall be entitled to reimbursement of reasonable expenses in accordance with the terms as specified in the applicable Collective Agreement. Where such Collective Agreement terms conflict with term of this policy, the Collective Agreement terms shall apply"* (Settlement Agreement, 2025).

2.3 Standards and procedures for processing and approving requests for funding and reimbursements are in place to support consistent decision-making while recognizing differences in operational requirements and available departmental resources.

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- Requests are prioritized to leverage internal opportunities and/or to minimize travel distance from Employees' home site.
- Requests to access learning and development opportunities outside of British Columbia require approval from the designated authority.

2.4 Eligibility for employer-paid compensation for tuition, travel, accommodation, meals and lost wages is based on the category of learning and development request:

- Required Learning qualifies for 100% employer-paid compensation.
- Discretionary Learning qualifies for up to 50% employer-paid compensation and is assessed and approved on an individual basis.

2.5 Reimbursement agreement is required for Required Learning and Discretionary Learning when employer-paid compensation is greater than $600.00 (CAD).

2.6 Return of service agreement is required for Discretionary Learning as outlined below:

- 1950 hours return of service requirement when employer-paid compensation range is between $600.00(CAD) and $5,000.00(CAD).
- 3900 hours return of service requirement when employer-paid compensation is greater than $5,000.00(CAD).

2.7 Exceptions are considered on an individual basis and require approval from the designated authority.

3.0 RESPONSIBILITIES

Vice President

- Designated authority to approve requests to access learning and development opportunities outside of British Columbia.
- Designated authority to approve exceptions to the standards, procedures, and eligibility requirements for approvals of IH funding for learning and development opportunities.

Director, Organization and People Development

- Develop, implement and maintain standard operating procedures for submitting requests for IH funded learning and development opportunities.
- Develop, implement and maintain standard operating procedures for processing and approving requests for IH funded learning and development opportunities.
- Oversee and enforce compliance with return of service agreements and/or education reimbursement agreements, as applicable.

Manager Level Position and Higher

- Follow the standard operating procedures when reviewing requests submitted by direct reports for IH funded learning and development opportunities.
- Authority to approve direct report requests for IH funded learning and development opportunities within the limits of their signing and approval authority.

Employees

- Follow established procedures to submit requests for IH funded learning and development opportunities.
- Sign and meet requirements outlined in return of service agreement(s) and/or education reimbursement agreement(s), as applicable.

4.0 COMPLIANCE

Incidents of non-compliance are investigated to identify barriers and to facilitate compliance. Evidence of disregard of policy requirements is handled as a disciplinary matter, up to and including termination of employment, services, and/or privileges.

5.0 MONITORING AND EVALUATION

This policy is reviewed every 5 years and as needed by the policy steward.

6.0 INQUIRIES

The regional policy library page linked in the footer lists the policy steward for each policy. If you have questions regarding the policy content, reach out to the appropriate policy steward who oversees this policy.

All other inquiries can be directed to the policy office: IHPolicy@interiorhealth.ca

7.0 RELATED DOCUMENTS

- Talent Development

8.0 REFERENCES

N/A

9.0 DEFINITIONS

TERM	DEFINITION
Discretionary Learning	A Learning and Development category that is differentiated as education that is not mandatory and the benefits to the organization are considered and approved on an individual basis.
Employee	A person currently acting on behalf of Interior Health, inclusive of medical staff, volunteers, students, contractors, and workers.
Required Learning	A Learning and Development category that is differentiated as necessary education to fulfill employer or regulator responsibilities or directed learning for operational or strategic purposes.

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