



UCHH Training and Educational Leave

Full details on Training and Education Leave are to be found in the Policy Document which is available at uchh.ca and in the Policy Binder in each house. Below is a summary of key information.

Mandatory Training: UCHH is committed to all employees having up to date certification for all mandatory training, and every employee must have certification by the end of their first year of employment and as needed to retain certification. UCHH covers the cost of tuition and employees have a fully paid leave of absence to attend mandatory training. Mandatory training may be prepaid by UCHH. Please see the complete policy for information on conditions when training is prepaid. In addition to the training listed below, other mandatory training sessions may be required from time to time.

The requirement to attend mandatory training during the year will not prejudice the decision to allow an employee to attend other types of Educational Leave in that same year.

Required Training

Mandatory by contract for all who work in a House (permanent and casual)

- 1st Aid/CPR Certification: required every 3 years
- NVCI (Non-violent crisis intervention) Certification: required every 2 years

Mandatory by contract for all who conduct testing (permanent and casual)

- Urinalysis: CSC Certification required

Mandatory by UCHH Policy for all who work in a House (permanent and casual)

- ASIST (Applied Suicide Intervention Skills Training): required every 4 years
- Naloxone Administration: training required
- Food Handlers: required every 5 years (effective June 1, 2019)

Additional Training or Education

UCHH is committed to supporting employees to attend non-credit and certification courses of short term duration which are assessed by their supervisor to be directly related to their work or the overall needs of the organization, for example, workshops on mental health issues or seminars on effective workplace. UCHH may also consider providing support for a College or University credit course which is attended on a semester basis (a few hours a week for a term) or taken on line, but only if the course meets the qualifying criteria.

UCHH may contribute to the tuition/costs up to a maximum of \$300.00 a year/per employee.

A written request must be made IN ADVANCE of the course, detailing the course and how it will benefit UCHH. Only courses approved in advance can be considered. Employees will be reimbursed once the program has been successfully completed. A brief written report on the course is required before reimbursement. No reimbursement will be made for courses which are not successfully completed. Normally, employees will not be given paid time for the courses.

UCHH Training Request		FOR ELECTIVE TRAINING	
First Name		Last Name	
Position			
House		Date Submitted:	
Course Information (to be completed by Employee, if working from a paper copy, please use additional pages as needed)			
Training/Course Name			
Mandatory <input type="checkbox"/> Use other form please.		Elective <input type="checkbox"/> Program Cost \$	
Date(s) of course		Amount Requested (if any) \$	
Description of Course (attach brochure)			
How this course/training will enhance your skills at UCHH (continue over if using hard copy)			
Staff Signature			
to be completed by Supervisor prior to course start date			
Manager Signature Approved <input type="checkbox"/> Denied <input type="checkbox"/>		Date	
Manager Signature		Amount Approved \$	
Executive Director Approval Yes <input type="checkbox"/> No <input type="checkbox"/>		Date	
To be completed after course finished			
Completed Yes <input type="checkbox"/> No <input type="checkbox"/>		Report submitted Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:			
Manager Signature		Date	
Completed form to be filed in personnel file and copy to Book Keeper			