

Pacific University Professional Development Leave Policy

PURPOSE:

The *Professional Development Leave Policy* provides the opportunity for eligible university administrative staff members to pursue unique professional development, community outreach, and/or specialized school or training opportunities during a supported, extended leave. The leave policy firmly reflects Pacific University's commitment to enhanced employee personal and professional performance, the acquisition of new skills and abilities, and individual life-long learning through education, service, research, or related pursuits. Although professional development leaves are a privilege and not a guaranteed, accrued benefit, this policy does provide those staff members who may have extraordinary learning opportunities the support to pursue those activities on behalf of the institution. In return, the employee's enhanced knowledge and/or experience must benefit the University in some valued, tangible way in order for the leave to be supported and approved.

ELIGIBILITY REQUIREMENTS:

- 12-month appointment
- Full-time employment
- Support from both direct supervisor and responsible cabinet level administrator
- At least five years of consecutive service (after every five years of service, eligibility renews)
- One year of work post leave required

GENERAL PROVISIONS: (versus annual conferences, meetings, etc.)

- 1 – 4 month leave possible
- Full salary and benefits during leave
- Extraordinary professional growth opportunity required
- Generally no more than four administrative staff members receive leave within one fiscal year
- The employee may not accept other employment during a granted leave

APPLICATION PROCESS:

- Applications due by January 15 of year prior to the fiscal year the leave will apply, however applications may be received and awarded after this date if additional funding is available
- Applications must be endorsed with signature by direct supervisor and responsible cabinet level administrator
- Applications must include:
 - ❑ *Planned professional development activities*
 - ❑ *A detailed written outline of leave duration including beginning and ending dates*
 - ❑ *Benefits to the employee*
 - ❑ *Benefits to the University*
- Decisions will be made based on the following factors:
 - ❑ *The merits of the application*
 - ❑ *The extent to which the planned professional development will benefit the university*
 - ❑ *The degree to which the employee's absence will create hardship on the applicant's department*
 - ❑ *The applicant's length of service and level of performance*
 - ❑ *The available funding and impact on the budget*

MISCELLANEOUS INFORMATION:

- Limited funds will be set aside for possible temporary support for up to four staff members who are granted professional development leaves in a given year
- Final decisions will be made by members of the President's Cabinet
- Notification of applicants will happen by February 15; if applicable a memo will be sent outlining terms
- If an employee chooses to leave the institution before one year after the leave, the full salary received during the granted leave must be paid back to the institution in whole
- After returning to work, the employee must present what has been gained during the leave via presentation, report, or some other agreed upon means for Pacific community
- Applications available in and due to the Human Resources Office on the designated dates