

Procedures for Professional Development Training Leave

The purpose of the Professional Development Training Leaves for exempt staff is to acquire knowledge, skills, and competencies that are directly responsive to the needs of the Department, Division or School and support the Vision, Mission and Values of the University. In so doing, such leaves also serve to recognize service to the University and to encourage a culture of service.

Leaves of less than two weeks:

Full-time exempt staff that are interested in participating in this benefit that meet the above purpose must receive approval by the appropriate supervisor, dean or vice president for leaves of less than two weeks. Request should be submitted to immediate supervisor.

Staff taking this type of leave must use the following time reporting category on their timesheet:

215: Professional Development Training Leaves that is less than two weeks

Leaves of two weeks or more:

For leaves of two weeks or more, the Professional Development Training Leave Application must be completed by the staff member and jointly submitted with his/her supervisor to the appropriate Vice President for approval. Once approved by the Vice President, the application is forwarded to the Office of Human Resources.

Staff taking this leave must use the following time reporting category on their timesheet:

218: Professional Development Training Leave that is two weeks or more

Professional development leaves may be requested at any time during the year. In addition, there is no waiting period for full-time exempt staff to participate in this benefit or period of time to wait before using this benefit again.

Funding for this training is from departmental accounts and is separate from other travel accounts.

If you have any questions regarding this benefit or procedure, please contact the Office of Human Resources.

Professional Development Training Leave Application

The purpose of Professional Development Training Leave for exempt staff is to acquire knowledge, skills, and competencies that are directly responsive to the needs of the Department, Division or School and support the Vision, Mission and Values of the University. In so doing, such leaves also serve to recognize service to the University and to encourage a culture of service.

A written application must be submitted for training leaves of two weeks or more. Attach additional sheets if necessary. Please complete this application and submit to your Vice President for approval. Upon approval by the Vice President, the form should be submitted to the Office of Human Resources.

Name: _____ Job Title: _____

Department: _____ Date of Hire: _____

I am applying for a Professional Development Training Leave for the following reason(s):

Please describe the project:

Length of requested leave: _____

Approximate Cost: _____

Expected outcomes: _____

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Dean Signature (if applicable): _____ Date: _____

VP Approval: _____ Date: _____