

3354:2-20-57 Professional Development Leave for Administrators and Supervisory/Professionals

<u>CONTINUING Admin. & S/P</u>	<u>TEMPORARY Admin. & S/P</u>	<u>TENURE-TRACK Faculty</u>	<u>NON-TENURE TRACK Faculty</u>
x <u>Full-time</u>	x <u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
x <u>Partial-year</u>	x <u>Partial year</u>		<u>Part-time</u>
<u>Part-time</u>	<u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
<u>Full-time</u>	<u>Full-time</u>		
<u>Partial-year</u>	<u>Partial-year</u>		
<u>Part-time</u>	<u>Part-time</u>		

(A) Eligibility Requirements

- (1) Completion of seven full years of paid college employment either from date of hire or date of last professional leave.

(B) Conditions Governing the Leave for Professional Development

- (1) The purpose of the leave is strictly for professional development.
- (a) The employee's application for leave, directed to the President, should specify the activities proposed; whether the request is for paid or unpaid leave; and the anticipated benefits to the college.
- (2) The leave may not exceed 120 calendar days.
- (3) The leave must be approved 60 days in advance of start by the Board of Trustees.
- (4) All employment benefits shall be continued in full force during the leave.
- (5) The leave recipient must return to the college following the leave and complete a year's full-time service or reimburse the college for the full amount of salary paid to him/her during the course of the leave, unless the employee is not able to return to work for medical reasons that are documented with appropriate physician statements.
- (6) A report shall be made to the Board of Trustees at one of its regular meetings following the completion of the leave.

Replaces: 3/6/03

Effective: 03/06/2003

CERTIFIED ELECTRONICALLY

Certification

03/13/2015

Date

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