**3356-7-10 Staff development leave, excluded professional/administrative staff.**

Previous Policy Number: 7002.06

Responsible Division/Office: Finance and Administration/HR

Responsible Officer: VP for Finance and Administration

Revision History: Octob34 1998; September 2009; September 2014

Board Committee: University Affairs

**Effective Date:** **September 24, 2014**

Revision: September 2016

Next Review: 2019

(A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

(B) Scope. Staff development leaves offer members of the excluded professional/administrative staff opportunities for professional growth and development that are related to the individual’s position at the university and serve to enhance the recipient’s professional contributions to the university. Employees covered by collective bargaining may refer to their respective labor agreement.

(C) Parameters.

(1) Full-time excluded professional/administrative staff may be granted a staff development leave for a period of up to three months. The leave may be extended, if it is determined by the executive officer to whom the individual reports to be in the best interest of the university. Leave recipients remain in full-pay and benefits status while on leave.

(2) The university may grant up to two staff development leaves each year to the excluded professional/administrative staff.

(3) A leave recipient is required to return to the university for a minimum of one year of service following completion of the leave.

(4) Academic department chairpersons should refer to rule 3356-10-08 of the Administrative Code, “Sabbatical leave for department chairpersons.”

(D) Procedures.

(1) Applicants for staff development leave must submit a completed “Application for Staff Development Leave” to his/her supervisor for review by the application deadline date.

(2) The supervisor will forward a recommendation to accept or reject the request to the executive officer to whom the applicant reports.

(3) Due to the limited number of available leaves, executive officers will consult to identify the one or two requests that will be granted for the year and will forward the recommendation(s) to the office of human resources.

(4) Leave applications will be reviewed with reference to time requested, budget considerations, evidence of potential value to the university, the job performance of the applicant, and the needs of the university.

(5) All applicants will be notified regarding their application.

(6) Within sixty days after completion of the leave, the employee shall submit a written report of the professional development activities to the appropriate executive officer.

(7) Human resources will provide an annual report of all staff development leaves granted to the university affairs committee of the board of trustees at the committee’s last scheduled meeting which precedes the final board of trustees meeting of a calendar year.

(E) Compliance and fraud. Staff failing to comply with leave policies and procedures may be denied use of leave and corrective action may be initiated. Requests for leave with the intent to defraud or falsification of leave documents may result in corrective action up to and including dismissal and reimbursement to the university of salary or wages paid during such leave.