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

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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: ________________