

Section: LEAVE
Subject: Professional Leave
Procedure: HR 3740

I. Institutional Regulations

- A. The purpose of Professional Leave is to provide Faculty and Administrative/Professional employees the opportunity to acquire job related skills that will benefit the College through additional training or education.
- B. For Faculty, the activities of the leave must meet one or more of the competencies of the Quality Faculty Plan.
- B. Regular full-time Administrative/Professional and 12-month Faculty shall be eligible for 10 days (80 hours) of Professional Leave per year.
- C. Regular full-time 9-month Faculty shall be eligible for 7.5 days (60 hours) of Professional Leave per year.
- D. Regular 12-month faculty with fractional FTEs shall be eligible for a prorated share of the Professional Leave based upon their FTE.

II. Procedure

- A. Employees shall be eligible for paid Professional Leave for activities directly related to their position and which will be of benefit to the College. Eligible activities may include postsecondary coursework, industrial training, work related travel, or work experience.
- B. Professional Leave Accrual
 - 1. Full-time Administrative/Professional and 12- month Faculty shall accrue Professional Leave at the rate of 6.66 hours per month; full-time 9-month Faculty shall accrue at the rate of 5 hours per month.
 - 2. Professional Leave shall not accrue in any month in which an employee is on a Leave Without Pay (LWOP) for ½ of the month or more (i.e. from the 15th of the month on or through the 15th of the month). If the employee goes on a Leave Without Pay and returns in the same month, Professional Leave shall not accrue if the employee is on LWOP during 10 or more work days in the month.
 - 3. Professional Leave is cumulative.
- C. Professional Leave Usage
 - 1. Professional Leave may be granted in advance when necessary to meet professional development requirements or to complete a degree, but only to the extent that it can be earned during the current contract year. In all other instances, it may be granted only as earned.
 - 2. Faculty may only take Professional Leave within the dates of coverage of their continuing contracts. Faculty use of professional leave is calculated based on 8 hours per contract day (prorated for part time faculty based on FTE) or 40 hours per ECH.
 - 3. Expenses connected with Professional Leave shall not be reimbursed by the College. All remuneration received for work experience must be returned to the College, either through a direct payment or payroll deduction
 - 4. Staff Development Units may be earned for activities undertaken while on Professional Leave.

D. Professional Leave Approval

1. Approval to use accumulated Professional Leave is at the discretion of the College and its usage is not guaranteed. If Professional Leave is to be approved, the College must be able to accommodate the employee's absence without loss of productivity.
2. Requests for Professional Leave shall be submitted to the immediate supervisor on a Request for Professional Leave form (P-22) and must state the nature of the professional advancement or professional development requirement to be met.
3. For a half time or greater leave, the leave request must be submitted within the first two weeks of the semester prior to the semester for which leave is requested. All other leave requests shall be submitted as far in advance as possible.
4. Before approving the request, the immediate supervisor shall verify with HR that the employee has accrued the amount of professional leave requested.
5. If approved by the immediate supervisor, the leave request form shall be forwarded for approval through the appropriate Vice President or the President. The request is not approved until signed by the appropriate Vice President or the President.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

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September 19, 2008
February 21, 2017
March 20, 2018