

Professional Development Leave Program for 1999-00 - Attachment

Academic Affairs; 03/25/1998

Catherine Longstreth, Associate Vice President

TERMS OF THE PROGRAM

1. While on this leave program, the employee's salary will be either one-half pay for the academic year for two semesters, or full-pay for one-semester depending on the leave awarded. A summer session may be requested as one of the terms by 12-month faculty only. The leave may not extend beyond the academic year awarded.
2. The employee must return to the University for at least one academic year following participation in the program. Agreements to the contrary must be produced in writing prior to participation. Return to the University of salary received during the program may be required in those instances where neither of the above is satisfied.
3. The employee must provide a brief written report of participation in the program to the department chair with a copy to the dean or director and the Associate Vice President for Academic Affairs within a semester of returning.
4. Employees on program leave assignments will be evaluated on their activities in accordance with the provision of the Collective Bargaining Agreement. It is incumbent on the employee to provide a copy of the written report in a timely manner to make such an evaluation possible.
5. Contributions normally made by the University to retirement and Social Security programs shall be continued on a basis proportional to the salary received. University contributions normally made to other employee insurance programs and any other employee benefit programs shall be continued during the leave program. (It is suggested that employees check with the Fringe Benefits Office to make sure benefits are continued.)
6. Annual and sick leave for those eligible shall continue to accrue during the period of the program on the basis of a full-time position.
7. While on leave, an employee shall be permitted to receive travel expenses, fellowships, grants-in aid, or other financial assistance from sources other than the university, provided there is no requirement to perform duties detrimental to the objectives for which the leave program has been granted. However, if the employee accepts employment for pay during the leave period, University compensation shall normally be reduced by the amount necessary to bring the total income for that period to a level comparable with the employee's normal salary.
8. Employment while on leave which is unrelated to the purpose of the leave is governed by applicable outside activities/conflict of interest provisions.

[Back](#) To Referring Memo

[Back](#) to Deans, Directors, and Department Chair Memos List