

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.66
		ADMIN. CODE:	3362-4-37
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	6/18/93
SUBJECT:	PROFESSIONAL LEAVES OF ABSENCE FOR ADMINISTRATORS, WITH PAY	RECOMMENDED BY:	D. Creamer
		APPROVED BY:	

1.0 PURPOSE

- 1.1 Professional Leave With Pay is to prepare individual administrators to better serve the educational process, the academic community, and thus the institution as a whole by increasing the effectiveness of the staff member in a current assignment or preparing the individual to assume a position of new responsibilities. The spirit of the program is to permit the administrator and his/her supervisors maximum flexibility in planning the individual's professional development.

2.0 CRITERIA FOR ELIGIBILITY

- 2.1 Any administrator who has served for seven years as a full-time administrator is eligible to request leave with pay. To be eligible again, an administrator must complete another seven years of service at the University. (Eligibility alone does not guarantee that a professional development leave will be granted.)
- 2.2 Proposals will be reviewed according to the following criteria:
 - 2.2.1 Evidence of potential value of the professional development leave to the University.
 - 2.2.2 Performance of the individual in his/her administrative assignment.
 - 2.2.3 Potential contribution of the individual to the University following the professional development leave.
 - 2.2.4 Ability of the administrative unit to absorb the work or suspend responsibilities during the period of the professional development leave.

3.0 LENGTH/SALARY

- 3.1 Administrative staff could be granted one of the following leave options:
 - 3.1.1 Four months leave or less at 100% pay.
 - 3.1.2 Five to eight months leave at 75% pay.
 - 3.1.2 Up to twelve months at 66% pay.

3.2 Creative methods of proposing leaves are encouraged. It is not necessary for the leave time to be continuous.

4.0 BENEFITS

4.1 An administrator on a professional development leave will still receive all eligible University benefits, e.g. insurance, retirement, worker's compensation, consistent with applicable law, rules and regulations, off-campus tuition reimbursements, etc.

5.0 APPLICATION PROCEDURES

5.1 An administrator will discuss a proposal for a professional development leave with his/her appropriate supervisors to assure that the purpose for leave will be of significant benefit to the University. Requests for a professional development leave is to be made in writing to the appropriate supervisor no later than six months prior to leave date. The supervisor will evaluate the administrators proposal and send the application and his/her recommendations to the appropriate vice president. The evaluation should include a specific analysis as to how the workload will be handled during the development leave.

5.2 The vice president will review all proposals in his/her administrative or college area and make recommendations to the President for final approval. The administrator will be given written notification of the action in a reasonable length of time. The proposal must include a well-considered plan presented with a reasonable degree of specificity, showing how the leave will contribute to the administrator's professional development and the goals of the institution.

5.3 The terms of the leave will be clearly stated in writing in the form of an agreement between the individual and the appropriate supervisor and executive officer.

6.0 CONTINUING SERVICE

6.1 It is expected that, under normal circumstances, a staff member will return to Shawnee State University for a minimum of one additional year of service following the leave period. An individual who elects not to return to their position from leave shall be required to refund the university an amount equal to the compensation received while on paid leave.

7.0 REPORT

7.1 A report on the completed professional development leave shall be submitted in a form mutually agreed upon following the return of the administrator to his/her duties at Shawnee State University.