

USU policy provides for the possibility of sabbatical leave for tenured faculty, and special leave with pay for developmental purposes for “professional and classified staff”. No provision is made for lecturers to apply for developmental leave. 401.5.3(3) says faculty with term appointments may be granted professional leave.

Insert “and lecturers” in the second sentence of 360.1

Number 360

Subject: Special Development Leave

Covered Employees: Budgeted Employees

Date of Origin: January 24, 1997

Effective Date of Last Revision: July 1, 1999

360.1 POLICY

The University supports the development of its human resources. Professional and classified staff, and lecturers may request a special leave with pay for developmental purposes. These leaves are not a right, but a privilege, and must be approved by the President.

360.2 PROCEDURES

An employee requesting special development leave with pay must negotiate the terms of the leave with the appropriate department head or director. The agreement should stipulate the length of the leave and the agreed rate of pay. The length of leave may not exceed one year, nor can the rate of pay exceed that provided in policy 365. The negotiated agreement must be approved by the appropriate dean or vice president and forwarded to the President for approval.

360.3 RESPONSIBILITIES

3.1 Department Heads, Directors, Deans, Vice Presidents, President

Responsible for evaluating special development leave requests and to ensure that the requested leave will enhance the potential of the employee to the University.

3.2 Employees

Responsible for justifying requests for special development leave according to this policy.