



## **POLICY MANUAL**

### **BENEFITS**

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#### **Number 360**

**Subject: Special Development Leave**

**Covered Employees: Budgeted Employees**

**Date of Origin: January 24, 1997**

**Effective Date of Last Revision: July 1, 1999**

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#### **360.1 POLICY**

The University supports the development of its human resources. Professional and classified staff 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.