

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT PROCEDURES

Any full-time staff member may be given leave of absence without pay for the express purpose of vocational upgrading and/or advanced study.

The following guidelines will be used to determine leave of absence for professional development:

1. The applicant must have been employed by Northeast for three consecutive years and have worked full-time and/or been eligible for benefits during that period.
2. Arrangements for coverage of the applicant's work assignment (including a suitable replacement if needed) will be analyzed prior to approval by the applicant's supervisor. Approval for the leave will be based upon rationale and purpose.
3. The normal deadline for completed and approved applications to be presented to the Human Resource office will be April 1 for the following fiscal year for presentation to the Board of Governors. The Director of Human Resources will present the application to the Board of Governors through the President. Exceptions to the normal deadline will be at the discretion of the President.
4. The length of leave may not exceed one year.
5. No more than two percent of college staff may be gone for professional development leave at one time.
6. All applications for leave must be coordinated and sanctioned by the Director of Human Resources, approved by the supervisor, the appropriate vice president, and the President prior to submission to the Board of Governors for ratification.

The following considerations will be associated with a granted leave of absence for professional growth:

1. The applicant will guarantee Northeast Community College service two times the length of the leave of absence. Should an applicant not meet this requirement, he/she would be responsible for reimbursement to the college of the paid benefits on a pro-rata basis.
2. The applicant will be guaranteed a similar position upon return.
3. All other leaves will be frozen during the leave of absence for professional growth.

4. The applicant will be eligible for all applicable fringe benefits, to include life insurance, disability insurance, and health and accident insurance during the leave of absence for professional growth. Cash in lieu of insurance will continue to be available.
5. Salary, upon the applicant's return, will reflect all changes granted to individual's employee classification during the approved leave.
6. Applicant must provide documentation to the Director of Human Resources supporting the leave upon return to the college.

Original policy date: 01/08/92 (Item #6078)
Revision date: 06/08/95 (Item #7225)
Revision date: 09/12/96 (Item #7739)
Revision date: 03/13/97 (Item #7957)
Revision date: 06/10/99 (Item #8527)