



POLICY & PROCEDURE MANUAL North Dakota State College of Science

Developmental Leave Policy

Source: NDSCS President

Applies to: All Employees

Purpose: To define developmental leave guidelines

Policy

General

1. A member of the faculty or staff (upon approval by the Chancellor) or an (Office of the Board upon approval by the Chancellor) may be granted a developmental leave for retraining and/or professional development providing:
 - 1.1. institutional resources are available;
 - 1.2. workload is absorbed within the existing staff resource allocations;
 - 1.3. a written proposal describing the planned use of the leave and its anticipated benefits to the institution, to the State, and to the individual is presented and approved. The proposal shall also include the detail of the source of funds for the total stipend;
 - 1.4. the individual presents a signed agreement to return to the system upon completion of the leave for a period of time at least equal to the leave time, or refund the institution's stipend payment;
 - 1.5. to assist in retrenchment efforts, developmental leave may be granted without a signed agreement to return. The employee must execute a resignation effective at the termination of the developmental leave.
 - 1.5.1.1. *NDSCS Guidelines: If the employee finds other employment during the developmental leave, then, unless such employment is approved as part of the developmental leave program, the college's obligation under the developmental leave agreement is terminated and the employee's resignation becomes effective immediately upon such employment during the developmental leave.*
2. Developmental leave should not be for longer than 12 months and the base stipend shall not exceed 75% of the salary scheduled for the leave period.

3. An institutionally funded developmental leave stipend may be supplemented with non-appropriated funds which may bring the total stipend to an amount equal to but normally not to exceed the budgeted salary for the leave period. Funds providing for extensive travel expenses, relocation expenses, and/or educational cost incurred during the leave shall not be considered as part of the base stipend.
4. No annual leave or sick leave will accrue during the developmental leave period.
5. *NDSCS Guidelines for faculty and other academic staff members applying for developmental leave.*

5.1. *Prepare a proposal (2-5 pages) that includes the following:*

- 5.1.1. *An overview identifying goals, objectives and activities planned for the leave including site(s) for the experience, collaborators, and the areas of work or research;*
- 5.1.2. *Resulting outcomes from the leave (e.g. software, book, other publications, exhibitions);*
- 5.1.3. *Relationship of leave request to current skills and anticipated skill development;*
- 5.1.4. *Outline of benefits to individual, students, department, college, and state;*
- 5.1.5. *Requested period of leave (up to 12 months);*
- 5.1.6. *Anticipated/requested income during the leave.*
 - University*
 - Other*

5.2. *Route this proposal and a copy of the "Developmental Leave Agreement" to Departmental Chair (for analysis and recommendation); the request will be forwarded to the Vice President for Academic Affairs and Student Affairs by the Dean.*

NOTE: Department Chair's and Dean's analysis should focus on the proposed project as it benefits the individual, department, and college and, if leave is recommended, provide an indication of coverage for the individual's responsibilities when on leave.

5.3. *When considering a request for developmental leave, inform the department chair at least six months prior to the anticipated leave and submit the request for administrative approval at least three months prior to the leave.*

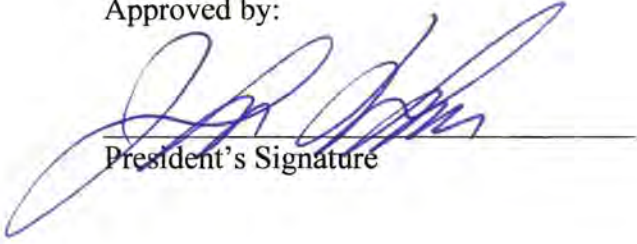
6. *NDSCS Guidelines for non-academic staff members applying for developmental leave. The above guidelines will apply. Contact the Vice President of your division.*

Reference: SBHE Policy Manual, Section 701.2

Where to Obtain Additional Information

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at ndscs.hr@ndscs.edu.

Approved by:



President's Signature

2-14-12
Date