

Professional Development Leave

Albertsons Library
Effective July 1, 2014

Professional Development Leave is made available for all library faculty and professional staff members who desire to enhance their professional status through scholarly pursuits, either by publication or through participation at professional meetings and conferences. Although it is anticipated that staff members will also use their personal time for preparation, pressures of time and the scope of individual projects will often require the use of library work hours.

Professional Development Leave is defined as time required to complete work on one or more of the following:

1. A formal book-paper-article, chapter in a book--to be submitted for publication.
2. A formal presentation at a job related state, regional, or national conference.
3. Preparations involved with a committee assignment at a job related state, regional, or national conference.

For each staff member, a maximum of 10 days (80 hours) is made available each fiscal year. The time may be taken in blocks of not less than 8 hours and *must* be pre-arranged with the staff member's Unit Head and be approved by the Associate Dean. A brief written description of the professional development activity should be submitted with the leave request.

The granting of Professional Development Leave assumes a responsibility on the part of the staff member for the completion of the particular project. Evidence of completion must be submitted to the Unit Head and Associate Dean within one week of the completed leave. Failure to provide such evidence will influence the granting of any future requests for Professional Development Leave from that staff member.

Added 7/15/14pc

HOW TO APPLY –

Send your request to your supervisor including:

- description of Professional Development Activity
- dates/days of the leave
- how you will provide evidence of accomplishment to your supervisor

After your Unit Head has reviewed and approved your request, he/she will submit your request via the online form to the Associate Dean for final approval.

Leave cannot be used prior to notification in writing by Associate Dean that the request is approved.