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E-3i(13)      PROCEDURE      Benefits for Eligible Employees: Professional Leave

**Professional Leave**

Employees are encouraged to continually improve their skills in order to support the College’s strategic objective to “promote opportunities for faculty and staff development through collaborative initiatives such as networking, research, conferences, and participation in professional societies and associations.”

Subject to the approval and direction of the employee’s Responsible Administrator, an employee may be granted professional leave for the purpose of visiting other schools, to observe other professionals, or for attending professional conferences. When a faculty member is in attendance at an approved conference, such faculty member shall not have the obligation of obtaining a substitute. The College encourages the continuing education of its faculty through actual, responsible work experiences in the field in which they teach, consistent with their primary obligations and responsibilities to the College and their students. It is the expectation of the College that supervisors will review and consider requests for professional leave in an appropriate and responsible manner. The employee must enter a request for professional leave through the online leave process for their supervisor’s approval.

Employees who are granted leave time to attend professional meetings shall file a brief report of the highlights of the meeting upon their return to campus. This report should summarize those items which would be of interest to other staff members. An emphasis should be made on items which appear to be applicable to improving our institution. The report is submitted to one's Responsible Administrator.

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Adopted Date: 07/21/1998; Revised 7/19/2011; Revised 6/20/2017