



4.1.130

Staff Development Leave Policy

Date of last board of trustees review: April 17, 2024

The originator of this policy is People & Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

1. Policy

Salt Lake Community College provides opportunities for its staff to apply for staff development leave to continue educational and/or professional opportunities that the institution does not currently provide.

2. References

Reserved

4.1.130

Staff Development Leave Procedure

Date of last executive cabinet review: January 9, 2024

The originator of this procedure is People & Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

3. Definitions

See [Personnel Definitions](#)

4. Procedures

A. Eligibility

1. Staff development leave (“development leave”) is a leave of absence with compensation for one year, or a portion thereof, for full-time, exempt and non-exempt staff to permit them to obtain or update their qualifications.
2. Development leave is open to all full-time, exempt and non-exempt staff who have been employed by the college continuously for a minimum of six years at the time of application.
3. The total number of development leaves granted in any fiscal year shall not exceed one-half of one percent of the total number of full-time staff members.
4. Employees who have a corrective action within twelve months of the intended start date of the development leave are not eligible for development leave.

B. To apply, employees must submit the following in writing:

1. A statement of purpose for requesting development leave and a detailed description of activities, including:
 - a. the degree or program to be obtained, including the institution's accreditation status;
 - b. work within industry on internships/externships;
 - c. teaching/consulting at other institutions, including international locations; or

- d. other purposes.
2. A statement of the benefits to the department, employee, and the institution, including:
 - a. a letter from the applicant;
 - b. a letter from their supervisor indicating how the development leave will impact the department and if the supervisor supports it; and
 - c. any other supporting statements and/or documents.
3. The inclusive dates of staff development leave requested.

C. Application Timetable

1. The staff member submits a completed application to their immediate supervisor 90 calendar days before the requested leave starts.
2. The staff member's immediate supervisor will submit the application packet to the appropriate second-level supervisor, who will then submit the application to People & Workplace Culture (PWC Benefits) no later than 15 calendar days following submission from the employee.
3. If the employee meets the eligibility requirements outlined in 4.A of this policy, PWC will forward the application to the appropriate vice president.
4. The vice president will submit their recommendations along with relevant paperwork to the president for final approval 45 calendar days before the requested leave starts.
5. PWC and the appropriate vice president or provost will notify applicants of the president's decision.
6. If the application is denied, the applicant can appeal the decision by contacting PWC within 10 calendar days. PWC will review the appeal with the input of the appropriate supervisor, vice president, or provost.
7. Upon final approval by the president, the selection is sent to the board of trustees as an information item.

D. Criteria for Application Review

Considerations used in reviewing the applications and selecting individuals for staff development leave shall be as follows:

1. the date of staff member's employment (for qualification purposes only);
2. the timely submission of application;

3. any previous staff development leaves granted – no granted leave in the past 3 years;
4. the support of staff member's supervisor and/or department;
5. the purpose for requesting and details of the leave request, including:
 - a. degree seeking studies;
 - b. non-degree seeking studies;
 - c. teaching/consulting experience; or
 - d. work within industry on internships/externships.
6. a statement of the benefits to the department, employee, and the institution, including:
 - a. a letter from the applicant;
 - b. a letter from their supervisor indicating how the staff development leave will impact the department and if the supervisor supports it; and
 - c. other supporting documentation.
7. the quality of preparation and planning.

E. Compensation

1. Compensation while on staff development leave shall be 75 percent of the staff member's base salary.
2. Payments will be made to the staff member in semi-monthly payments as prescribed by the current college payroll system.
3. All deductions for federal, state, FICA, and other approved deductions to which the staff member would ordinarily be entitled will be reflected on the payroll document.
4. Staff members on staff development leave will continue to accrue vacation, sick leave, and the current benefits package that will be prorated at 75 percent.
5. Staff members who have elected the Utah State Retirement System should contact the Benefits Section of PWC to determine the effect of staff development leave on retirement benefits.
6. Staff members may accept outside compensation while on staff development leave in accordance with the [Conflict of Interest Policy](#).

F. Staff Development Leave Agreement

1. Acceptance of staff development leave certifies agreement to complete the goals and/or program of the leave as agreed and complete at least one full year of service following the staff development leave.
2. Upon completion of staff development leave, the staff member shall submit a report outlining the benefits of their experiences to their supervisor and the college president. This report will be due to the staff member's supervisor and the president no later than 30 days following the staff member's return to regular duty.
3. If a staff member chooses not to return to the college at the end of staff development leave, or within one year, any compensation received from the college during the leave shall be repaid in full within 15 calendar days of the completion of the staff development leave, or when the staff member notifies the college of their decision not to return to their position.
4. The appropriate cabinet member will submit a staff development leave summary report to the president as an informational item to the board of trustees.

G. Family Medical Leave Act

If, while on leave, the employee applies for and is granted leave under the federal Family Medical Leave Act (FMLA), the employee is entitled to interrupt the leave for the eligible FMLA term in accordance with the college [FMLA Policy](#). The employee may resume leave as though there were no interruption. Application, use of sick time, and continuation of benefits are outlined in the [FMLA policy](#) and the [Vacation and Sick Leave policy](#).