

## **MU Extension Faculty and Staff Development Leave Guidelines**

MU Extension staff may apply for development leave per policy HR 406. Faculty may apply through the Provost Office at <http://provost.missouri.edu/faculty-development/leave.php>. This allows MU Extension employees the opportunity to do any or all of the following.

### **Purpose of development leave:**

- Update or revitalize current skills
- Develop new skills in a current area
- Enter into a new area. The “new area” may be a facet on one’s own discipline or something unrelated.

In addition to updated current skills, developing new skills, or entering into a new field, paid development leave can also be used for:

- Improve the instructional abilities of an individual or group
- Certify in one’s discipline
- Develop new programs – only if it can be shown that such development could not otherwise be done in the scope of regular duties.
- Matriculating in University courses

### **Paid Development Leave**

MU Extension employees who are enrolled in the university leave accrual plan and whose salary is paid with general operating funds may apply for paid development leave. Since employees in the leave accrual plan are not eligible for sabbatical leave, the following guidelines have been developed.

### **Eligibility**

1. Employees must be benefit-eligible:
  - a) faculty
  - b) academic administrators
  - c) staff in a salary grade level of 10 (GGS10) or above (per MU HR classification specifications).
2. Employee must have been employed by MU Extension for three or more years.
3. Employee must be in good performance review status.
4. Paid development leave may be taken for a period of time up to a full year.

### **Conditions for Approval**

1. Vacation days must be accumulated prior to beginning leave and used as part of the paid development leave:
  - a) 24 days for semester leave
  - b) 20 days for eight-week session
  - c) 10 days for four-week session
  - d) 8 days for three-week session(Adjustment to vacation days will be pro-rated if employee is less than 100% FTE)

2. No more than 2 development leaves, each of a semester duration or more, may be granted within a 5 year period.
3. The employee must agree to work for MU Extension in the same position, unless a change is mutually agreed upon by the employee and administration, for same amount of time as the approved paid development leave, or within three (3) months reimburse Extension the salary and benefits (except Workers compensation) paid during that leave period (except for the vacation time used).
4. Development Leave can be granted when the requirements of Extension permit and when such leave is demonstrated to be in the best interests of MU Extension.
5. Employee must establish a program/work coverage plan and work in coordination with their direct supervisor/Regional Director in consultation with county council(s), and Program Director, or appropriate supervisor as appropriate.
6. If a semester leave, the employee will be expected to enroll for the minimum number of graduate school credit hours required of a full-time student unless a lesser amount will complete degree requirement, and not to exceed 15 graduate school credit hours.
7. External fellowships or grants may be sought to support leave time; the University may supplement such support not to exceed full regular salary. Additional travel and other related expenses may be provided as deemed appropriate. Additional funding for faculty development projects may be applied for through UMEA, the Provost's Office <http://provost.missouri.edu/faculty-development/leave.php>, and other applicable sources.
8. Development Leave Applications are due:
  - a) Feb. 1 for summer session
  - b) Apr. 1 for fall semester
  - c) Sept. 1 for winter semester
9. Employees are required to submit a report on the accomplishments during the leave period with MU Extension HR and the Vice Provost.
10. Extenuating circumstances may occur, please contact your supervisor.
11. Final decision for approval is made by MU Extension cabinet and MU Extension HR.

## **Procedure**

The employee:

- initiates the request by completing the applicable sections on the forms:
  - UM 108 Request for Leave of Absence,  
<http://www.umsystem.edu/media/fa/management/records/forms/human/um108.pdf>
  - MU Extension Paid Development Leave Application
- forwards forms to direct supervisor/Regional Director and Program Director (if applicable) for signature with:
  - a study schedule/degree plan and a letter of interest including:
    - Degree/program being sought
    - Description of benefit to University of Missouri Extension

All forms, plans and letters are sent to MU Extension HR.

Questions should be directed to MU Extension HR office.