

COMPENSATION AND BENEFITS: LEAVES AND ABSENCES
DEVELOPMENTAL LEAVE

DEC-R
(Administrative Regulation)

STATEMENT OF
PROCESS

This administrative regulation, in conjunction with [Board Policy DEC \(Local\)](#), defines the process for applicants who are seeking approval for Developmental Leave at Lee College and for members of the College Developmental Leave Review Committee that will submit recommendations to the College President.

PURPOSE

Lee College promotes the search for new knowledge and its transmission through discovery, learning and engagement. In order to maintain the high level of academic excellence necessary to accomplish this, it is important for faculty, administrators, librarians and counselors to periodically update and strengthen their professional skills and re-examine their horizons.

Developmental leave provides faculty, administrators, librarians and counselors with time needed to work with other scholars, conduct field research and/or engage in creative activity that updates and strengthens their professional skills, as well as their capacity for service at the College.

The College invests in developmental leaves with the expectation that the leave will significantly enhance the employee's capacity to contribute to the College's missions.

ELIGIBILITY

Any faculty, administrator, librarian or counselor who has served the College District in a full-time capacity for five (5) consecutive years and will be employed under a regular contract for the period of the requested leave and has not taken a developmental leave in the five (5) years prior to the period of the requested leave may apply for Developmental Leave. Employees on a Letter of Appointment or employed at-will are not eligible for this leave.

AWARDING OF
LEAVE

The College President will submit his/her development leave recommendations to the Board of Regents for their consideration and approval. The Board of Regents determines the awarding of developmental leaves.

Awarding of developmental leave is dependent upon funding availability.

DEVELOPMENTAL
LEAVE REVIEW
COMMITTEE

The Committee shall be comprised of seven (7) members elected by the following members:

- Four (4) full-time faculty members elected by the full-time faculty.
- Three (3) full-time administrators elected by the full-time administrators.

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No one can serve on the College Developmental Leave Review Committee who is also applying for a developmental leave.

The membership of the College Developmental Leave Review Committee shall be communicated to the College President by the Provost each year before the start of the spring semester.

A quorum is four (4) members. Decisions of the College Developmental Leave Review Committee shall be determined by a simple majority.

PROCEDURES

1. Eligible employees may request developmental leave by submitting the Developmental Leave Application before the announced deadline.
 - The employee's supervisor(s) must support and approve the leave's purpose, objectives, deliverables and benefits to the College. The supervisor can request the employee make changes to his/her leave proposal.
2. The College Developmental Leave Review Committee will review and prioritize all applications. The Committee will provide the President with a prioritized list of the applications with a written evaluation of how the application reflects the criteria for a developmental leave.
3. The President will review the Committee recommendations and make his/her own assessment and prioritization of the applications. The President's assessment will include the impact of the proposed leave on the department operations and mission; he/she shall review the benefits the developmental leave will (or will not) bring to the College, as well as the costs, staffing concerns and impact to the department while the employee is on leave.
4. The President will make the final determination of who will be recommended for developmental leave. The President will submit his/her recommendation to the Board of Regents for their consideration/approval.
5. The President will provide written notice to the applicants letting them know if their request for developmental leave was approved or not.
6. No later than 60 days following the end of their leave period, recipients of a developmental leave must submit a written report of their leave to the President, College Developmental Leave Review Committee, and the employee's supervisor(s) with information addressing their compliance with the originally proposed goals of the leave and reporting the achievements and benefits derived from the completed leave.

TERM AND
COMPENSATION

Eligible employees may request to take developmental leave during the Fall and/or Spring semesters. For employees who take

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developmental leave in the Fall, the leave period ends on the last day of the Fall semester. For employees who take developmental leave in the Spring or in both Fall and Spring, the leave period ends on the last day of the Spring semester.

A recipient shall receive full pay for a one-semester leave or one-half pay for a two-semester leave. An employee on developmental leave shall continue to receive all institutional benefits.

Persons may not engage in employment during the developmental leave unless such paid employment is a condition of the professional development leave project for insurance or other reasons. Such employment must be approved by the Board of Regents and the pay from such employment shall be deducted from the salary component of the leave.

An employee on developmental leave is excused from all regular duties to enable full-time effort to the purpose of the leave.

OBLIGATION OF
RECIPIENTS

The recipient of a developmental leave must agree in writing to return the entire leave stipend including benefits to the College District if they do not remain employed as a full-time employee for the College District for two (2) years after completion of the leave. An employee who is unable to remain employed full-time due to circumstances beyond their control, such as a worsening medical condition, can apply to the President for a waiver of this obligation, but the approval of a waiver is not guaranteed.

Employees must return to full-time employment for five (5) years before being eligible to apply for another development leave.

CRITERIA FOR
EVALUATING
SABBATICAL
APPLICATIONS

The College Developmental Leave Review Committee considers the following criteria when evaluating leave applications:

- The overall quality and clarity of the proposal, including supporting documentation.
- The degree to which the proposed leave supports the mission, values and goals of the College.
- The degree to which the proposed leave supports departmental goals, the individual's goals and professional development.
- The degree to which the proposed leave promises to improve teaching and learning at the College.
- The significance of the proposed leave project and its potential to make a valuable contribution to the applicant's disciplinary field.
- The alignment of the proposal and its timing in regards to

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the needs of the instructional program with which the applicant is associated.

- The prospect that the leave will successfully achieve its goals.
- The scope and quality of the applicant's overall contributions to the College.