Policy Number: 433

Policy Title: Professional Enhancement Leave

Policy Council Review Date(s): 7/21/11 and 8/18/11; 1/15/14

PPAB Approval Date: 9/6/11

POLICY:
Full-time professional employees may apply for Professional Enhancement Leave for professional growth and development.

PROCEDURE:
Professional Enhancement Leave, at full or half pay, provides opportunities for full-time professional employees to engage in activities to acquire skills, competencies, and knowledge for professional enrichment and improved performance at the college. Even if all the criteria are met, however, the college reserves the right to approve or deny the request for leave.

Eligibility

I. Full-time faculty must be employed at the college for at least three years to apply for a one-semester Professional Enhancement Leave and for at least five years to apply for a two-semester Professional Enhancement Leave.

II. Professional and Administrative personnel must be employed at the college for at least three years to apply for a six-month Professional Enhancement Leave and for at least five years to apply for the one-year Professional Enhancement Leave.

Professional Enhancement Leave is granted primarily to increase the value of the recipient's service both to his or her profession and to the college. Although there may be exceptions, this leave ordinarily is granted to pursue scholarship in the individual’s pedagogical discipline and/or administrative area.

Leave Application
Eligible employees interested in applying for Professional Enhancement Leave must complete the following steps:

1. Eligible professional employees must complete the Application for Professional Enhancement Leave, attached below.

2. The application must be accompanied by a resume, a proposed plan for professional growth related to the individual's role at the college, and a statement clearly illustrating how the college may benefit from the employee's leave.

3. In order for an application to be considered, the applicant's immediate supervisor must receive the completed application form one semester (faculty) or six months (Professional and Administrative Staff) in advance of the start of the requested leave. The immediate supervisor should rank the applications and comment before forwarding them to the area vice president. The vice president/President’s Cabinet member to whom the employee reports must approve leave requests prior to the president’s review. The vice president/cabinet member will then make his/her recommendation to the president. The president's decision for Professional Enhancement Leave reported to the Chancellor.

**Criteria for Professional Enhancement Leave**

Applications will be considered based on the following factors:

A. The nature of the proposed leave and its probable value to the applicant, his or her department, and the college at large. (Preference will be given to graduate course work leading to a terminal degree or post-doctoral studies.)

B. The years of service the applicant has accrued at the college.

C. Supervisor’s ability to locate a replacement for the employee applying for leave.

**Guarantees**

Before the leave begins, the applicant must agree in writing to the following:

1. For a leave with pay of less than one year, the employee will return to the institution at the termination of the leave for a period of at least one (1) year;
2. For a one-year leave with pay, the employee will return to the institution at the termination of the leave for a period of at least two (2) years; and that,
3. If the employee does not return to the institution for the full amount of time specified in the agreement, the employee will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the USG during the leave, including all benefit costs (BoR Minutes, February 2007).

**Compensation and Time**
The individual will receive full or half pay for up to two semesters/one year.

**Frequency**

Once an employee returns from leave, he/she must wait three years for half-pay leave and five years for full-pay leave to apply again for Professional Enhancement Leave.

**Employment Status**

While on leave, the individual is considered an employee of Georgia Perimeter College and is entitled to benefits accruing to personnel performing regular duties with the following clarifications/exceptions: For full, paid leave - sick leave and annual leave will accrue; long-term and short-term disability insurance are not available and merit pay will not be applied. For half-pay leave, sick and annual leave accrual will be prorated and long-term and short-term disability insurance are not available. Merit pay will not be applied to half- or full-pay leave.

Note: Any academic year in which leave is taken cannot count as a year's service for purposes of promotion and/or tenure.

**Report**

Upon conclusion of the special professional enhancement leave, a summary report is to be filed by the individual within thirty days with the immediate supervisor to be forwarded to the president.

Approved by CAB 9/27/01
Approved by PPAB
GEORGIA PERIMETER COLLEGE  
APPLICATION FOR PROFESSIONAL ENHANCEMENT LEAVE  

I, __________________________________________, hereby apply for a leave for professional improvement, beginning __________________________ and ending _______________________ and submit the following information in support of this application: My request is for ____ Full Pay ____ Half Pay while on leave.

(1) Copy of résumé

(2) What is the purpose of your leave? (attach)

(3) Attach proposed plan of activities for leave period.

(4) State briefly how the College may benefit from this training. (Use supplemental sheets)

If this Application for Leave is approved, I agree to return to the College for a period of at least one (1) year following this leave of absence if leave is less than one year and for two (2) years if leave is for a full year. I understand that if I don’t fulfill this commitment to work following this leave of absence, I must reimburse GPC for the amount of compensation received while on leave as well as any other expenses paid during the leave including all benefits costs. I understand that merit pay will not be awarded for time on leave.

Signature: ___________________________ Title: ___________________________ Date: ______________

RECOMMENDATIONS

DEPARTMENT CHAIR/IMMEDIATE SUPERVISOR  Recommend: Yes ______ No ______

Identify proposed financial and personnel arrangements to ensure that the employee’s work will be accomplished during the leave period.

________________________________________________________________________________________

________________________________________________________________________________________

Signature: ___________________________ Date: ______________________

DEAN/DIRECTOR Recommended: Yes ______ No ______

Comments:

________________________________________________________________________________________

________________________________________________________________________________________

Signature: ___________________________ Date: ______________________

VICE PRESIDENT/CABINET MEMBER:  Recommend: Yes _____ No ______

Comments:

________________________________________________________________________________________

________________________________________________________________________________________

Signature: ___________________________ Date: ______________________
VICE PRESIDENT FOR ACADEMIC AFFAIRS: Approved: Yes _____ No _____ (Academic Affairs Requests)

Signature: ________________________________________ Date: ________________________

EXECUTIVE VICE PRESIDENT FINANCIAL AFFAIRS: Approved: Yes _____ No _____

Signature: ________________________________________ Date: ________________________

PRESIDENT: Approved: Yes _____ No _____

Signature: ________________________________________ Date: ________________________

RETURN COMPLETED FORM TO HUMAN RESOURCES DEPARTMENT

Approval of this request is subject to applicant's full compliance with provisions of the Professional Enhancement Leave Policy of Georgia Perimeter College.

Revised: May 2001, July 2011, ________ 2013