

## Comparison of Developmental Leave and Leave Without Pay Policies \*

	<b>DEVELOPMENTAL LEAVE</b> <i>(NDSU POLICY 132)</i>	<b>LEAVE WITHOUT PAY</b> <i>(NDSU POLICY 149)</i>
<b>Eligibility:</b>	NDSU employees with a minimum of three years of service at NDSU and every five years thereafter.	Benefitted employees who have maintained a record of good performance.
<b>Purpose:</b>	Retraining and/or professional development which will benefit the University, the State and the employee.	Education, research, temporary employment when such employment will contribute to the employee's expertise . . . improve the employee professionally and will directly/indirectly benefit institution or system.
<b>Approval process:</b>	Employee completes proposal (see guidelines in Policy 132) and Developmental Leave Agreement and submits to department chair. After departmental approval, proposal and agreement go to the dean, appropriate vice president/provost, and the president for approval.	Proposals for leave without pay shall be in writing and submitted through appropriate channels for approval. President is responsible for final approval.
<b>Timeline for approval:</b>	Notification to department chair six (6) months prior to start of requested leave and formal request three (3) months prior to start of requested leave. Timeline can be waived by appropriate vice president/provost.	Notification to department chair six (6) months prior to start of requested leave and formal request three (3) months prior to start of requested leave.
<b>Salary during leave:</b>	Not normally less than 25% and not more than 75% of base salary; Some exceptions to the 75% limit are specified in Policy 132.	No salary.
<b>Benefits during leave:</b>	There is no annual or sick leave accumulation during the developmental leave period. University continues to provide fringe benefits. Retirement contributions, however, will be made as a proportion of the actual stipend, not the FT contract salary.	University does not cover the cost of benefits during a leave without pay. Employee may continue coverage for health, life and/or disability by remitting appropriate premiums. There is no annual or sick leave accumulation during the period of the leave without pay.
<b>Expectations for return to employment at NDSU:</b>	The individual presents a signed agreement to return to the University upon completion of the leave for a period of time at least equal to the leave time or refund the institution's stipend payments.	Employee must provide, in writing, a specific date by which to indicate either a resignation or the intent to return to NDSU prior to approval of the proposal.
<b>Leave period:</b>	Not to exceed 12 months.	Generally, not to exceed one calendar year.
<b>Coverage of individual's responsibilities during leave:</b>	Individual's workload is to be absorbed within existing staff resource allocations. Any salary savings may be available along with departmental pool money.	Any salary savings may be available along with departmental pool money.
<b>Effect on tenure review:</b>	Negotiated as part of leave agreement.	Negotiated as part of leave agreement.

\* Neither of these leaves constitutes an employee right.