

North Dakota State University

Policy Manual

SECTION 132

DEVELOPMENTAL LEAVE

SOURCE: SBHE Policy Manual, Section 701.2

1. Developmental leave for retraining and/or professional development is permitted for NDSU employees *after a minimum of three years of service at NDSU* providing:
 - 1.1 institutional resources are available.
 - 1.2 workload is absorbed within the existing staff resource allocations.
 - 1.3 a written proposal describing the planned use of the leave and its anticipated benefits to the institution, to the State, and to the employee is presented and approved. The proposal shall also include the detail of the source of funds for the total stipend, *which would be negotiated with the appropriate supervisor, subject to final approval.*
 - 1.4 except as provided in Subsection 1.5, the employee presents a signed agreement to return to the system upon completion of the leave for a period of time at least equal to the leave time or refund the institution's stipend payment.
 - 1.5 to assist in retrenchment efforts, developmental leave may be granted without a signed agreement to return. The employee must execute a resignation effective at the termination of the developmental leave.
 - 1.5.1 *NDSU Guidelines: If the employee finds other employment during the developmental leave, then, unless such employment is approved as part of the developmental leave program, the university's obligation under the developmental leave agreement is terminated and the employee's resignation becomes effective immediately upon such employment during the development leave.*

Developmental leave may not exceed 12 months and *the base stipend shall not normally be less than 25% nor more than 75% of the salary scheduled for the leave period.*

2. Developmental leave for the Chancellor or an institution president shall be approved by the Board; developmental leave for system office staff shall be approved by the Chancellor; and developmental leave for institution employees shall be approved by the institution president or designee.
3. *NDSU Guidelines for faculty and other employees applying for developmental leaves.*
 - 3.1 *Prepare a proposal (2-5 pages) that includes the following:*
 - 3.1.1 *An overview identifying goals, objectives, and activities planned for the leave including site(s) for the experience, collaborators, and the areas of work or research.*
 - 3.1.2 *Resulting outputs from the leave (e.g. software, book, other publications, exhibitions).*

- 3.1.3 *Relationship of leave request to current skills and anticipated skill development.*
- 3.1.4 *Outline of benefits to individual, students, department, college/unit, university and/or state.*
- 3.1.5 *Requested period of leave (up to 12 months).*
- 3.1.6 *Anticipated/requested income during the leave*

–University

–Other

An institutionally funded developmental leave stipend may be supplemented with non-appropriated funds which may bring the total stipend to an amount equal to but normally not to exceed the budgeted salary for the leave period. Funds providing for extensive travel expenses, relocation expenses, and/or educational cost incurred during the leave shall not be considered as part of the base stipend.

No annual or sick leave will accrue during the developmental leave period.

- 3.2 *Route this proposal and a copy of the "Developmental Leave Agreement" to: (1) Departmental Chair or head (for analysis and recommendation) and the Dean (for analysis and recommendation); the request will be forwarded to the Provost/Vice President for Academic Affairs by the Dean; or (2) to the appropriate supervisor(s) and Vice President for analysis and recommendation.*

Note: The analysis should focus on the proposed project as it benefits the individual, students, department, college/unit, university and/or state and, if leave is recommended, provide an indication of coverage for the individual's responsibilities when on leave.

- 3.3 *When considering a request for developmental leave, inform the department chair or supervisor at least six months prior to the anticipated leave and submit the request for administrative approval at least three months prior to the leave. The appropriate Vice President can waive the timelines.*

Note: Individuals other than academic staff who are interested in developmental leave should consult their vice president.

HISTORY:

New	April 24, 1987
Amended	April 1992
Amended	March 1993
Amended	October 1998
Amended	March 2002
Amended	October 2007
Amended	March 9, 2010