



Linfield University Professional Development Leave Policy		<i>Department:</i> Human Resources	
		<i>APP No.</i>	
<i>Department Vice President:</i> Vice President for Finance & Administration/CFO	<i>Revised:</i>	<i>Original Effective Date:</i> January 1, 2021	Page 1
<i>Subject:</i> Linfield University Professional Development Leave Benefit		<i>Applicable Divisions:</i> All Employees other than faculty appointments	

PURPOSE

Linfield University’s Professional Development Leave (PDL) benefit to employees is intended to provide a distinctive opportunity for employees’ professional growth while also providing value to the university.

POLICY

Scope

The policies and procedures provided herein apply to all benefit eligible full-time, .83 FTE and above, Linfield University employees, other than those holding faculty appointments.

Policy Statement

Full-time employees, .83 FTE and above, (other than those holding faculty appointments), with six (6) or more years of service at Linfield University (LU), are eligible to apply for Professional Development Leave of up to six work weeks (30 work days, including any intervening paid holidays that might occur during the proposed PDL) for purposes of development of new competencies and skills, or for research and development of services, programs, or other initiatives that will benefit the university. Employees who were previously awarded such a leave can become eligible to apply for a subsequent leave following six (6) additional years of service following the previous PDL.

To be recommended for Professional Development Leave, an employee must be in good standing with the university and be considered a solid performer by his/her supervisor or relevant manager. An applicant’s supervisor or relevant manager and the vice president of the division where the employee works, must agree that the employee’s responsibilities can be accomplished during his/her absence and that departmental resources are available to cover any additional temporary operating costs associated with maintaining the existing level of departmental service during the employee’s leave. It is possible or likely that there will be more meritorious requests for PDL than can be approved in any one year. The university reserves the right to decline to grant a request for PDL due to budgetary constraints, workflow restraints, or other purposes.

It is also expected that departmental/divisional resources available for staff professional development will be used when needed to support PDL initiatives (such as cost of attending a professional conference or training event). When a department's financial resources are not sufficient to cover reasonable costs associated with a meritorious application for PDL, the President may, in his/her discretion, authorize use of supplemental funding from other sources. Examples of some kinds of projects that might be approved for PDL are listed in Appendix A.

DEFINITIONS

- ***Deliverable:*** The final outcome of Professional Development Leave, which may take the form of a report, proposal, or other format.

RESPONSIBILITIES

An employee seeking PDL is responsible for completing and submitting the required application to his or her supervisor or relevant manager, with a copy provided to the Director of Human Resources, during the period of time designated for receiving applications. Applications will be accepted only during the following times: (1) during the month of October for a proposed leave that will start between January 1 and December 31 of the following calendar year. Employees are encouraged to discuss their plans for a Professional Development Leave with their supervisors or relevant managers prior to submitting an application.

The Director of Human Resources is responsible for collecting copies of all applications received during an application period and assuring that they are processed according to this policy in a timely manner.

The President and Vice Presidents of the university will be responsible for selecting individuals for PDL in a manner that reflects university and divisional priorities as well as equitable allocation of these opportunities across the university community.

The supervisor or relevant manager of an employee applying for PDL will have the responsibility to indicate whether he/she endorses an applicant's proposal, including the proposed deliverable(s), and whether he/she authorizes (in conjunction with the dean or director, as appropriate) and/or approves the availability of fiscal and operational support during the period of PDL. The supervisor or relevant manager then has the responsibility to forward the application to the appropriate vice president/executive officer.

COMPLIANCE

A. Compensation and Benefits during PDL. Any employee on approved PDL will be compensated at his/her regular salary during the term of the leave. An employee on PDL will not be entitled to extra pay for holidays, inclement weather days, or any ad hoc days off that might be declared by the university during the leave. PTO will continue to accrue as usual during PDL. FMLA leave may not be granted concurrently with PDL; consequently, should an employee become eligible for and desire to take FMLA leave during an approved PDL, the PDL will be terminated. Except if required by law due to special circumstances, employees will not be eligible for Worker's Compensation benefits during an approved PDL. All other fringe benefits will continue during approved Professional Development Leave.

B. Obligation to Return to Service. An applicant for PDL shall agree to return to university service for at least twelve (12) months following completion of the leave or to reimburse the university for compensation paid during the leave, unless this obligation is specifically waived or deferred by the university in writing. In the event an employee leaves the employment of Linfield University prior to the completion of twelve (12) months of service following a PDL, the required reimbursement for compensation will be prorated consistent with the portion of required service not completed.

C. Restrictions on Outside Activities during PDL. An individual on PDL shall not provide personal service that will adversely affect, or in any manner compromise, the purposes for or the quality of the leave project. An employee may not receive compensation for any service during such a leave unless specifically approved in advance by the appropriate vice president/executive officer.

D. Responsibility for Deliverable. The deliverable will be submitted to the employee's supervisor or relevant manager and appropriate vice president within thirty (30) days of the completion of the PDL. The individual will participate in appropriate presentations of the PDL project/results to the University community during the period following his/her return.

E. Right to Suspend PDL. The university reserves the right to postpone or suspend an approved PDL for reasons including but not limited to loss of institutional capacity to operate with the absence of the employee.

EFFECTIVE DATE AND REVIEW

This policy is effective January 1, 2021. This policy shall be reviewed and revised, if necessary, annually to become effective at the beginning of the University's fiscal year, unless otherwise noted.

Date Issued: January 1, 2021

Date Last Revised:

Responsible Executive:

Vice President for Finance and Administration

Responsible Office:

Human Resources



Vice President, Finance and Administration

Date: January 1, 2021

This policy is effective immediately and supersedes all previous editions.