

APPLICATION FOR STAFF DEVELOPMENT LEAVE YSU APAS

ELIGIBILITY: Full-time staff in the YSU APAS bargaining unit, who have achieved Continuity of Employment, may apply for leaves of up to six (6) months duration, unless additional time is approved. **PURPOSE:** These leaves permit staff to "engage in professional/educational activities that are related to their positions at the University and that will serve to enhance their professional contributions to the University as staff members." **DIRECTIONS:** Complete sections 1--4 below and return the form to the Office of Human Resources by the deadline.

DEADLINE FOR APPLICATION: 5:00 p.m., March 1 (If March 1 falls on the weekend, the next working day)

1. Name: _____ Department: _____

Dates of Proposed Leave: _____

Outline of Activities (Attach additional page if necessary.)

(Signature, Date)

2. Recommendation of Department Director/Chairperson

Recommend Approval
 Recommend Disapproval

(Signature, Date)

3. Recommendation of Executive Director/Dean

Recommend Approval
 Recommend Disapproval

(Signature, Date)

4. Recommendation of President/Vice President

Recommend Approval
 Recommend Disapproval

(Signature, Date)

5. Recommendation of Staff Development Leave Committee

Recommend Approval
 Recommend Disapproval

(Signature, Date)

6. Disposition by President

Approved Disapproved

(Signature, Date)