

# APPLICATION FOR STAFF DEVELOPMENT LEAVE EXEMPTED PROFESSIONAL/ADMINISTRATIVE STAFF

**ELIGIBILITY:** Full-time exempted Professional/Administrative staff for leaves of up to three (3) months duration, unless additional time is approved. **PURPOSE:** To offer professional growth and development opportunities that are related to the individual's position at the University and serve to enhance the recipient's professional contributions to the University. **DIRECTIONS:** Complete sections 1-- 4 below and forward 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 pages if necessary.)

\_\_\_\_\_  
(Signature, Date)

2. Recommendation of Department Director/Chairperson

3. Recommendation of Executive Director/Dean

Recommend Approval  
 Recommend Disapproval  
\_\_\_\_\_  
(Signature, Date)

Recommend Approval  
 Recommend Disapproval  
\_\_\_\_\_  
(Signature, Date)

4. Recommendation of Provost/Vice President

5. Recommendation of Provost/Vice Presidents Review Committee

Recommend Approval  
 Recommend Disapproval  
\_\_\_\_\_  
(Signature, Date)

Recommend Approval  
 Recommend Disapproval  
\_\_\_\_\_  
(Signature, Date)