

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2500

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PROCEDURE TITLE: Leaves for Professional Development

STATUTORY REFERENCE: FLORIDA STATUTES 1012.865, 1001.64, 250.48, 115.07, 1012.855, 115.09 AND 115.14

BASED ON POLICY: II-2 All Personnel: Personnel Actions and Levels of Appeal

EFFECTIVE DATE: August 1, 1977

LAST REVISION DATE: September 13, 2005

LAST REVIEW DATE: September 13, 2005

I. PURPOSE

To provide full-time professional exempt contractual and instructional/contractual personnel with information and the requirements concerning professional leaves.

II. PROCEDURE

A. General

1. The leave policy provides full-time professional exempt contractual and instructional/contractual personnel with an opportunity for professional growth and development. The types of leaves that are provided in the professional leave policy are:
 - a. Professional Staff Accrued Leave
 - b. Faculty Professional Development Leave
 - c. Short-term Professional Leave (not to exceed 30 days)
 - d. Extended Professional Leave (exceeds 30 days)
 - e. Consulting Leave
2. Leave shall be officially granted in advance; no leave request may be granted retroactively. Leave in excess of thirty (30) calendar days requires District Board of Trustees approval in advance of the starting date. Leave shall be used for the purpose set forth in the leave request. If it is necessary to change the purpose of the leave, advance approval must be obtained from the College. The Division of Human Resources must be notified in writing of any change to the beginning or ending date

of the leaves numerated above in order to ensure District Board of Trustees approval as appropriate.

3. Professional Leaves may be granted for study, travel, full-time workshop, or training experience. Study is defined in a broad context, thus, professional exempt contractual and instructional/contractual personnel may submit a formal study plan or a plan reflecting personal study objectives.
4. A leave that has been approved and subsequently determined not to be desired by the employee can be canceled. In order that an alternate will have adequate time to plan for a leave, a recipient who wishes to cancel a Professional Development Leave should notify the immediate supervisor with a copy to the Division of Human Resources as soon as possible. Excluding emergencies, a 45-day notice prior to the commencement date of the leave shall be considered a minimum notice.
5. Professional exempt contractual personnel on Professional Development Leave or Extended Professional Leave which expires at the end of the contract year must confirm before March 1, their intention to return to Miami Dade College. This must be in writing addressed to the immediate supervisor with a copy to the Vice Provost of Human Resources or designee. If the leave expires during the contract year, notification of intent to return must be received 90 calendar days before the leave expiration date.
6. Professional exempt contractual and instructional/contractual personnel granted professional leave with pay by this institution may not be employed in any capacity at MDC during the period of the leave.
7. Should a professional exempt contractual and an instructional/contractual employee, who has established eligibility for leave, resign or be terminated prior to being granted the professional leave, there is no further obligation on the part of the institution.
8. Requirements for Routing of Leave Request:

Request for Professional Leave is made by completing the Request for Leave Form at least 30 work days prior to commencement of the leave and it must include the exact dates of the leave. The leave request must be forwarded through proper administrative channels for presentation to the College President and the District Board of Trustees.

The Division of Human Resources will disseminate notification of leave approval by returning to the immediate supervisor the signed Request for Leave Form, who will in turn notify appropriate personnel of the District Board of Trustees approval.

1. Professional Staff Accrued Leave (PSAL)

Professional exempt contractual personnel may request for Professional Staff Accrued Leave by submitting a departmental leave form to the immediate

supervisor. Leave may be granted up to 225 hours (thirty (30) work days) based on the amount of days accrued. An individual may accrue to no more than 225 hours (thirty (30) work days).

2. Faculty Professional Development Leave

Request for Faculty Professional Development Leave is based on the conditions of the UFMDC/MDC agreement.

3. Short-Term Professional Leave (not in excess of 30 calendar days)

This leave may be granted to professional exempt contractual and instructional/contractual personnel with or without salary for a period not to exceed thirty (30) calendar days for study or travel.

a. Professional exempt contractual and instructional/contractual personnel on leave without pay must execute appropriate documentation, which indicates the employee's disposition of hospitalization insurance, term life insurance, retirement contributions and income protection insurance (if applicable) while on leave.

4. Extended Professional Leave (in excess of 30 calendar days)

Instructional/contractual personnel who are on continuing contract or have been recommended for continuing contract and professional exempt contractual personnel with over three years service may apply for professional leave without salary for up to one year, and may request an extension of one additional year.

a. Request for leave must be submitted at least thirty (30) work days prior to the date the leave is to commence.

b. Professional exempt contractual and instructional/contractual personnel on leave without pay must execute appropriate documentation, which indicates the employee's disposition of hospitalization insurance, term life insurance, retirement contributions and income protection insurance (if applicable) while on leave.


c. Appropriate FRS documents must be completed which provides official notification to the retirement system.

d. Before an employee commences Extended Professional Leave, the supervisor must complete the "Supervisor Checklist for Separating Employees" form.

5. Consulting Leave for Professional Exempt Contractual and Instructional Personnel

Professional exempt contractual and instructional personnel may apply for leave for a consulting engagement(s) for up to ten (10) days per contract year. This leave is granted without salary and no reimbursement for travel expenses.

- a. The request for Consulting Leave of Absence Form must be submitted a minimum of five (5) days prior to the effective date.
- b. The request must be presented on the official letterhead of the requesting organization and must contain:
 1. The name
 2. Address of the location
 3. Purpose of the consultation
- c. The application must be forwarded through administrative channels to the Division of Human Resources for presentation to the College President or designee for approval and submission to the District Board of Trustees.
- d. An honorarium may not be accepted by employees who consult for state agencies. Per diem and travel expenses may be accepted up to the extent authorized by state statutes.

	9/13/05
PRESIDENT	DATE