

The Drake University Learning and Development Leave Program

Approved by the Drake University Board of Trustees, April 2005

Purpose

The Drake University Learning and Development Leave Program provides all nonbargaining full-time 12-month staff* an opportunity for paid time off for comprehensive in-depth learning activities that will contribute to the growth of the employee and further the strategic initiatives of Drake University. Learning and development leave is not designed for the pursuit of academic degrees.

**For purposes of this policy staff includes all non-faculty, non-bargaining employees of Drake University, subject to the eligibility criteria set forth in this policy. For faculty leave information please see the sabbatical policy set forth in the Faculty Handbook.*

Eligibility

All full-time staff of Drake University with six years of continuous full-time employment, working 12 months per year, are eligible to apply for learning and development leave, subject to approval and criteria below.

Length of Leave

The length of learning and development leave available is four (4) weeks. This leave is available for extensive or in-depth learning above and beyond that typically available through regular training programs or learning opportunities and, therefore, four (4) weeks is what is contemplated as an appropriate amount of leave time under this policy in most cases. However, the appropriate cabinet level administrator may approve shorter leaves. In unusual circumstances a learning and development leave opportunity may require longer leave periods, but such leaves can only be granted with the approval of the University President. One four (4) week leave is available during any six (6) year period.

Compensation

Because learning and development leave supports the strategic goals of the University through employee development and growth, it is fully paid. Participating employees will continue participation in all employee benefit plans in which the employee participated prior to the leave, pursuant to the terms of such plans. During approved learning and development leave, participants are eligible for normal salary adjustments.

Learning and development leave cannot be used for other employment, including work as a consultant or contractor. However, external funding for research (e.g. grants) and special projects are not prohibited so long as such funding is consistent with the proposed plan and the overall purposes of the approved learning and development leave.

Dissemination

Upon return from approved learning and development leave, the findings, results or reflections from the leave experience are to be disseminated. The applicant may work with Human Resources and/or their manager, to determine the most appropriate way to achieve maximum benefit for the institution and employee as a result of the dissemination process. Possibilities include: a report to be posted on a common web site; a presentation to the department or other appropriate audience; an actual project (such as development of a program, policy or process); or a report to senior administrators, the Board of Trustees or other appropriate group.

Committed Service Upon Return

Upon return from approved learning and development leave, an employee agrees to remain employed with Drake University for at least one year from the first day of leave. When the employee does not return for the requisite time period, the individual must refund any salary received during the leave period and any leave expenses paid by the University.

Application

Eligible employees must submit a Learning and Development Leave Application to their manager. Generally, eligible employees must submit a Learning and Development Leave Application to their manager at least three (3) months prior to the leave's commencement. Exceptions may be made at the discretion of the manager.

The employee's immediate manager and department head or applicable senior administrator will determine whether to recommend approval of the leave to the appropriate member of the President's cabinet.

Managers and the approving member of cabinet may determine whether to grant or deny the application taking into account operational and staffing needs, the length of the requested leave, prior leave opportunities, individual performance and other factors appropriate to determining whether the leave is mutually beneficial to the University and applicant.