

NUMBER: 360

SUBJECT: SPECIAL DEVELOPMENT LEAVE – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 1 OF 1

360.1 – POLICY

Bridgerland Technical College supports the development of its human resources. The College staff may request a special leave with pay for developmental purposes. These leaves are not a right, but a privilege, and must be approved by the appropriate administrative authority (the President, or the Vice President for Student Services, or the applicable Vice President for Instruction.)

360.2 – PROCEDURES

An employee requesting special development leave with pay must negotiate the terms of the leave with the appropriate department head and be forwarded to the appropriate administrative authority (the College President, or the Vice President for Student Services, or the applicable Vice President for Instruction.) The agreement should stipulate the length of the leave and the agreed upon effect on rate of pay. The length of leave may not exceed one (1) year, nor can the rate of pay exceed that provided in Section 300.365 of the Policy Manual. The negotiated agreement must be approved by the appropriate administrative authority (the College President, the Vice President for Student Services, and the applicable Vice President for Instruction.)

360.3 – RESPONSIBILITIES

360.3.1 – Department Heads, Vice Presidents for Instruction, Vice Presidents, College President

Department Heads, Vice Presidents for Instruction, Vice Presidents, and the College President are responsible for evaluating special development leave requests and to ensure that the requested leave will enhance the potential of the employee to the College.

360.3.2 – Employees

Employees are responsible for justifying requests for special development leave according to this policy.