

I N I T I A L D R A F T
(March 2013)

Appendix H
4-2-13
Quarterly BOD
mtg.

TURTLE MOUNTAIN COMMUNITY COLLEGE
DEVELOPMENTAL LEAVE POLICY

Scenario:

Administratively, determine who will receive developmental leave based on the following: (The current policy requires Board of Directors approval for developmental leave. With this policy, it should not require Board approval because any financial allocation to any participant would be less than \$19,999. Any administratively approved developmental leave will be reported to the Board of Directors.

1. Use resources that are from federal/state grants; American Indian College Fund (AICF); Foundation resources; corporate resources; other non-ICCA or non-indirect cost funds; etc.
2. ICCA funds will not be used for the purpose of employee development leave.
3. No developmental leave will be approved for anyone who has been determined that such training and development is not reflected in their individual job duties.
4. The absolute limit on developmental leave will not exceed \$_____ for a twelve month period.
5. Recipients of developmental leave will be required to devote, as a payback, ____ years for ____ years taken for the purpose of leave.
6. If an employee wishes to take a one or two year sabbatical for the purpose of acquiring an advanced degree and does not require financial resources from the college, and said employee wishes to return to the college for employment, said employee will be required to devote at least ____ years as a payback for the approved leave.
7. Individuals seeking developmental leave will be required to specify in writing their intent to obtain leave approval at least six months prior to the beginning date seeking such leave.
8. Recipients of such leave will be required to locate other resources as a match to supplement the leave approved by the college.
9. Those requesting developmental leave must have been employed full time permanent at least ____ years prior to requesting such leave.