



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
PROFESSIONAL DEVELOPMENT LEAVE (AFSCME)	June 2, 2017	1725.245

**POLICY STATEMENT (R\*)**

Professional Development Leave is granted to increase an exempt employee's value to the University as well as to the employee's position and/or professional expertise. These opportunities should include enhanced opportunities for professional renewal, educational travel, study, field observations, research, writing or professional development. This leave is in part to be granted to allow the employee to further his/her education.

Employees must have been employed by the University for at least six (6) years of full-time continuous service and must meet the following criteria:

- The employee's work performance is rated often/far exceeds on the Performance Excellence Process (PEP). The University deems that there are acceptable resources and adequate coverage available during the employee's absence. Eligible employees may be asked to time their professional development leave in accordance with program needs and the ability of the department to finance the leave.
- The employee provides a detailed description and documentation of the professional development opportunity as well as a report once the leave is completed.
- Professional development leave could be at half pay for a full academic year or at full pay for one semester.
- The employee must guarantee that at the end of the leave, he/she will return to employment at the University for at least one (1) year following the leave. An employee who does not return to the University shall reimburse the University for the salary received during the professional development leave.
- If the employee receives outside income as a result of the professional development experience, he/she must report such income to the University. University compensation will normally be reduced by the amount necessary to bring the total income for that period to a level comparable with the employee's normal position.
- Once the time period for the professional development leave is agreed upon in writing, it cannot be extended. If it is shortened, prior notice to the supervisor is required.
- The employee and supervisor agree to and understand that the position will remain open and available when the employee returns.
- An employee may request only one Professional Development Leave every six years.

Both the University and the employee will contribute to retirement, social security, insurance programs and other employee benefits during the leave. Eligible employees will continue to accrue sick leave and vacation leave on a full-time basis during the professional development leave.

**REASON FOR POLICY (O\*)**

To provide exempt employees with leave opportunities to advance job-related skills and knowledge.

**HISTORY (R\*)**

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Employee and Labor Relations  
Division of Human Resources  
11200 S.W. Eighth Street, PC 236  
Miami, Florida 33199  
Telephone: (305) 348-2181

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**\*R = Required \*O = Optional**