

# Leave of Absence Application Professional Development Leave

Brigham Young University

Revised: April 2019

## Personal Information

|                        |                      |                      |                      |
|------------------------|----------------------|----------------------|----------------------|
| <b>Name:</b>           | <input type="text"/> | <b>Department:</b>   | <input type="text"/> |
| <b>BYU ID:</b>         | <input type="text"/> | <b>College:</b>      | <input type="text"/> |
| <b>Current Status:</b> | <input type="text"/> | <b>Current Rank:</b> | <input type="text"/> |

## Leave Information

**Start Date:**  **End Date:**

In 100 words or less, briefly describe your leave proposal:

**Does your proposed leave include travel?**

*International travel requires approval by the International Vice President.*

Yes

No

**If yes, please indicate your intended destinations:**

**What financial support are you requesting from the University for your leave?**

Full Salary      Partial Salary:

Fringe Benefits Only      None

## Previous Leave (if applicable)

**Start Date:**  **End Date:**

**Leave Type:**

Professional Development Leave

Full Salary      Partial Salary:

Personal Leave

Full Leave      Partial Leave

Parental Leave

A faculty member granted a professional development leave is required to return to the university for at least one year of regular employment immediately following the leave. Faculty members who choose not to return for a minimum of one year of employment immediately following such a leave will be required to reimburse BYU for all associated costs paid by the university during the professional development leave.

Such costs could include the faculty member's gross pay received plus amounts paid by BYU for social security and premiums for the group insurance program, in addition to any BYU-provided funding to support the leave, among other costs.

Repayment will be in accordanced with an agreement to be made with the University. Deferred payments will bear interest at the rate of eight percent (8%), beginning with the date the leave terminates.

## Signatures

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By signing this form, the applicant agrees to contact Benefits Services before and after their leave to assure proper continuation or termination of insurance coverage and any other program(s) in which they are or should be enrolled.

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**Faculty Member**

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**Date**

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**Department Chair**

*\*Please ensure that the chair's memo is attached, if required.*

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**Date**

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**Dean**

*\*Please ensure that the dean's memo is attached, if required.*

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**Date**

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**Associate Academic Vice President–Faculty Development**

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**Date**

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**International Vice President**

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**Date**

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**President**

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**Date**

## Approvals

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Generally, a professional development leave for one semester is funded by the university at full salary. When approved by the department chair and if normal teaching needs can be covered, faculty may request a summer/fall or winter/spring—but **not** a spring/summer/fall or winter/spring/summer—leave with full pay. The pay for professional development leaves that are longer than one semester plus a term will be the equivalent of the salary for one semester and a term (i.e., six months) based on the value of the average monthly salary for a ten-month contract during the academic year of the leave.

All professional development leave applications must be signed by the applicant, the applicant's Department Chair, the applicant's Dean, and approved by the Associate Academic Vice President–Faculty Development and the president.

Professional development leaves that involve international travel must also be approved by the International Vice President, who may impose travel restrictions for safety purposes.

*\*In the rare case of a pre-CFS Faculty member pursuing a professional development leave, the application must include memos from both the chair and the dean, addressing 1) why the leave is a rare and exceptional professional development opportunity and 2) the CFS implications of a leave at this stage of the pre-CFS faculty member's career.*

*If there will have been fewer than six academic years between the start of the proposed leave and the end of the faculty member's previous leave, both the chair and the dean must submit documents explaining the extraordinary nature of the opportunity and justifying their support for the off-cycle leave request.*