

Professional Development Leave Application

Brigham Young University

Personal Information

Revised: March 2024

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

Leave Information

Start Date: End Date:

Professional development leave requests *must* be submitted with documentation presenting the following:

1. The nature of the professional leave opportunity and its potential contribution to your expertise or productivity.
2. The scholarly or pedagogical products that are likely to result from this leave and the likely benefits that will accrue to the university from this leave.
3. The criteria you feel should be used to evaluate the success of this leave.
4. A detailed justification of any request for support funding. (Up to \$10,000 may be requested from appropriated (fund 11) funds. Additional funding must come from other sources.)
5. Any other items or considerations you feel are relevant to your proposed leave.

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 portion of your regular salary are you requesting from the University during your leave?

Full Salary

Partial Salary*:

None

Note: Selecting this option may have significant impacts on your benefits coverage during your leave. Please contact the Benefits Office for more information.

**Professional development leaves are generally funded at full salary for up to 6 months. If your leave is approved for a longer period, you will receive a proportionate reduction in your monthly salary. For example if your leave is for a full year, you will receive 1/2 your regular monthly pay for the 12-month duration of your leave.*

Previous Professional Development Leave (if applicable)

Start Date:

End Date:

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.

Approvals

Generally, a professional development leave is intended for full-time faculty members with CFS for one semester and 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.

Signatures

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.

Faculty Member

Date

Department Chair

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

Date

Dean

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

Date

Associate Academic Vice President–Faculty Development

Date

International Vice President

Date

President

Date