

ADMINISTRATIVE SPONSORED LEAVE PROGRAM **INFORMATION & APPLICATION PACKET**

Information:

The Sponsored Leave Program at MCC underscores the College's interest in providing support and encouragement for eligible administrators to improve their professional skills.

Eligibility:

Full-time employees are eligible to request a Sponsored Leave after four years of full-time employment for one-half year at two-thirds salary or one year at one-third salary. After six years of full-time employment, a leave may be requested for one-half year at full salary or one year at one-half salary.

Any employee who completes a Sponsored Leave must agree to return to the College for one (1) year for each one-half (1/2) year of sponsored leave or repay the salary. This shall be guaranteed by the execution of a promissory note.

Criteria:

Sponsored leaves are intended to clearly benefit both the individual and the College upon the recipient's return to MCC. Consideration of Sponsored Leave requests will be given in the following order:

1. Requests which directly relate to the individual's current role and responsibilities.
2. Requests which relate generally to the individual's academic/vocational field but not necessarily to one's current position.
3. Requests which are for other professional development purposes.

Application Process:

Application for a Sponsored Leave must be made no later than January 1 of a given year to become effective July 1, or by no later than July 1 of a given year to become effective January 1 of the following year. Leaves will be granted for six months or one-year time periods with starting dates of July 1 or January 1 of a given year.

A Sponsored Leave Committee, made up of the Vice President for Learning and Student Support Services, the Vice President of Administrative Services/Treasurer, the Assistant Vice President of Human Resources and the appropriate supervisor, is vested with the responsibility of thoroughly evaluating Sponsored Leave requests and making recommendations for approval/non-approval to the President.

Application will be made by submitting a completed Sponsored Leave Request Form to the individual's supervisor. The supervisor will approve or deny the request. Approved requests will be forwarded to the Sponsored Leave Committee within two weeks after the application deadline. The Committee will meet as soon as possible with every effort made to complete the review process and notification within two months of the application deadline. The applicant will have the opportunity to meet with the Committee to discuss his/her proposal in greater detail.

SPONSORED LEAVE REQUEST FORM
FOR ADMINISTRATIVE POSITIONS

I. Personal Information

Name:

Division/Area:

Current Job Title:

Requested Leave Period: First Choice

Second Choice

II. Sponsored Leave Proposal

Please address the following points, attaching additional pages as necessary.

- A. Describe in detail the purpose and scope of activities included in your planned leave.
- B. List the specific professional development goals you intend to meet through such a leave.
- C. As a sponsored professional development leave is intended to clearly benefit both you and the College, please specify the expected benefits to be derived for:
 - 1. You individually.
 - 2. Your professional role within the College.
 - 3. Your anticipated role, if it differs from #2 above.
- D. Explain how this experience will fit into the Educational Action Plan approved by your supervisor.

Date: _____

Signature: _____

Submit to supervisor upon completion.

Supervisor's Action:

_____ Request Approved.

_____ Request Denied.

Reasons for Approval/Denial:

Date: _____

Signature: _____
(Supervisor)

Forward a copy of completed form to the applicant.

Forward approved application to the Assistant Vice President of Human Resources.