
SUBJECT: SPECIAL LEAVE WITH PAY (SALARIED STAFF ONLY)

1.0 PURPOSE

- 1.1. Special leaves with pay are not employee benefits but rather are programs for professional development which benefit the entire educational enterprise and are granted by the College in consideration thereof.

2.0 DEFINITIONS

- 2.1. EXECUTIVE EMPLOYEE – Employees who report to the directly to the President, represent the highest level of decision making for their area of responsibility, and serve on the President’s top council (Cabinet). Executive Employees are at-will.
- 2.2. ADMINISTRATIVE EMPLOYEE – A non-executive employee who oversees a large or significant function. An Administrative Employee usually reports directly to an Executive Employee. Administrative Employees are functionally a “Regular Staff Member” and have the same benefits, privileges, responsibilities and grievance rights as a Regular Staff Member unless otherwise specified in the employee’s Memorandum of Understanding that their position is at-will.
- 2.3. REGULAR STAFF MEMBER – As set forth in Policy 318.
- 2.4. MERIT STATUS – A status that rewards employees for strong performance over an extended period of time.
- 2.5. SPECIAL LEAVE WITH PAY – An extended leave designed to allow Executive Employees, Administrative Employees, and Regular Staff Members designed to accommodate meaningful professional development

3.0 POLICY

- 3.1. Special Leaves with Pay may be granted to Executive Employees, Administrative Employees, or Regular Staff Members with Merit Status. at rates and conditions comparable to those of the faculty Special Leave with Pay- leave schedule upon approval of the President.
- 3.2. Special Leave with Pay is limited to a period of up to 1 year.
- 3.3. Applications for Special Leave with Pay should be made at least 6 months before the proposed start of the leave. If approved, a leave agreement must be entered into by the employee of the conditions specified by the College.
- 3.4. Finances often limit the number of leaves that can be granted. Accordingly, applications will be submitted to the Staff Association Executive Committee for recommendation to the President for approval. This committee may consider longevity, order of application, purpose for which leave is

requested, value of leave to both the individual and the institution, and any other criterion the committee judges to be relevant.

3.4.1. The President's decision may not be appealed.

3.4.2. Any Special Leave with Pay also requires approval from the Board of Trustees.

3.5. While on Special Leave with Pay, the employee may receive up to 100% of their normal pay for leave less than 6 months, or 70% of their normal pay for leave 6 months or more (excluding overtime, stipends, etc). This amount will be stated in the leave agreement.

3.5.1. The employee may not work for pay for any organization or Snow College in another capacity except for nominal amounts in a position that clearly benefits the employee's development and Snow College.

3.5.2. The employee should actively participate in planning to reduce the cost of the leave and to minimize the disruption to operations.

3.6. If applicable, sick leave and vacation leave do not continue to accrue during special leaves with pay. Any leave accrued before the leave will remain in place during the leave.

3.7. Employees receiving special leave with pay are expected to return to Snow College for at least one full year after leave. Failure to return requires the employee to reimburse Snow College for full salary and benefits received. Arrangement must be made within 30 days of notice not to return for payments to be made within the next six months.

3.8. Special leaves with pay should be followed at the end of the leave with a report for the employee's personnel file. The report should include any certificates, credits, degrees, etc. that were earned.

3.8.1. Within 1 year of returning from Special Leave with Pay, the employee must complete a formal presentation in an event organized by the Staff Professional Development Committee.

4.0 APPLICATION PROCESS

4.1. After achieving Merit Status, an eligible employee (as defined in section 3.1) may send a written application for a Special Leave with Pay leave to the Staff Association Executive Committee. Human Resources will provide the proper application form. This application should include a detailed description of the Special Leave with Pay activity, including:

4.1.1. The time period when the Special Leave with Pay will take place;

4.1.2. The manner in which the activity supports Snow College's mission, vision, and goals;

- 4.1.3. The manner in which the project will benefit the College, the employee's department, other departments, and students;
 - 4.1.4. A plan to recount the Special Leave with Pay experience with employees, students, and the college community as appropriate;
 - 4.1.5. Written acknowledgement by the Immediate Supervisor and supervising Administrative Employee that they are aware of the Special Leave with Pay application.
 - 4.1.6. The application may also include optional endorsement letters from colleagues and interested stakeholders as well as suggestions for logistically implementing the proposed Special Leave with Pay.
 - 4.1.7. The Immediate Supervisor and/or supervising Administrative Employee may also send a letter to the Staff Association Executive Committee no later than one week after the application deadline discussing the benefits and challenges of the proposed Special Leave with Pay application.
- 4.2. Application Timeline
- 4.2.1. Application due dates:
 - 4.2.1.1. For Special Leave with Pays that begin in the Fall Semester, the application must be submitted to the Staff Association Executive Committee (SAEC) by March 15 of the same year.
 - 4.2.1.2. For Special Leaves with Pay that begin in Spring Semester, the application must be submitted to the SAEC by July 15 of the previous calendar year.
 - 4.2.1.3. For Special Leaves with Pay that begin in Summer Semester, the application must be submitted by November 15 of the previous calendar year.
 - 4.2.2. Special Leave with Pay requests will be reviewed by the Staff Association Executive Committee within 30 calendar days of the application deadline. The SAEC will rate each application based on the criteria recommended in this document. As judged by the SAEC, the meritorious Special Leave with Pay applications requiring financial assistance from the college, including comments on the benefits of said applications, will be forwarded to the supervising Executive Employee. Self-funded Special Leave with Pay applications will also be reviewed using the same criteria and meritorious applications will be forwarded to the supervising Executive Employee. Candidates whose proposals are not forwarded to the supervising Executive Employee will be notified within 30 calendar days of the application deadline.
 - 4.2.3. The meritorious self-funded and non-self-funded applications recommended by the Staff Association Executive Committee will be forwarded to the supervising Executive Employee within 15 calendar days after the application deadline. The

supervising Executive Employee will review these applications within the next 21 calendar days. Upon review, the supervising Executive Employee will make recommendations about these Special Leave with Pay applications to the President.

- 4.2.4. Within 15 calendar days of receiving the reviews of the applications by the SAEC and supervising Executive, the President will evaluate these recommended Special Leave with Pay applications. The President will then decide on which leaves to approve, notifying the candidate(s) and their supervisory chain.
- 4.2.5. Candidates whose Special Leave with Pay applications were not chosen for approval will be notified, and where possible, include the reason(s) why the Special Leave with Pay application was not approved.