

Education and Professional Development Leave Application Form

The purpose of Education and Professional Development Leave is to provide an educational and professional opportunity for staff to enhance their individual and professional effectiveness. The types of activities that may warrant this leave include experiences such as job shadowing in an applicant's respective industry or gaining clinical experience for a graduate program.

Prior to submitting your application, please have a conversation with your supervisor to obtain their verbal approval and to determine the department plans for replacing your work responsibilities.

Once the application is submitted, your supervisor will receive an electronic copy as a confirmation of your submission.

ACKNOWLEDGEMENTS

By providing my electronic signature to this application I acknowledge that my proposal has been discussed and approved by my supervisor. I understand that my Campus President/Vice President will have final approval before my application is reviewed by the committee.

If granted Education and Professional Development Leave:

- I agree to abide by the terms of Valencia's [Education and Professional Development Leave Policy](#).
- I understand that within four months following the completion of my leave, I am responsible for submitting an Education and Professional Development Leave Report summarizing the benefits and/or achievements resulting from the Education and Professional Development Leave.
- I understand that employee health insurance benefits may continue while on Education and Professional Development Leave.
- I understand that any travel conducted while on Education and Professional Development Leave is at my own risk. It is recommended that additional medical/trip insurance is purchased at my own expense to cover unanticipated travel issues.
- Valencia College shall not be responsible for the payment of emergency expenses incurred should I experience illness, accident, or injury during the period of Education and Professional Development Leave.

APPLICANT INFORMATION

First Name *

Last Name *

VID Number *

Job Title *

Department *

Campus *

Email *

First Name *

Last Name *

Email *

CAMPUS PRESIDENT/VICE PRESIDENT INFORMATION

Campus President/VP First Name *

Campus President/VP Last Name *

DATES OF ANTICIPATED LEAVE:

Leave must begin between July 1, 2021 and June 30, 2022.

Anticipated Start Date



Month Day Year

Anticipated End Date



Month Day Year

AWARD CRITERIA

The leave is granted to acquire additional knowledge and competency in an employee's respective field to support the mission of the College.

Applications meeting the Education and Professional Development Leave Policy's criteria as listed in Policy: 6Hx28:3D-11 will be ranked using the following criteria (in order of relative importance):

- a. Evaluation of application information with respect to the principles and criteria stated in this policy and implementing procedures.
- b. Exceptional service to the college or community.
- c. The number of prior Education and Professional Development Leaves
- d. Number of years of applicable Valencia service to the applicant.

Provide a 2-3 sentence description of your leave proposal. Should you be awarded this brief description will be shared in a future Grove article: *

REQUIRED ATTACHMENTS

IMMEDIATE SUPERVISOR INFORMATION

1. A typed, detailed Education and Professional Development Leave Proposal. Within the context of the proposal, be sure to include the following:
 - Description of how you will utilize leave for educational and professional enrichment to include a proposed schedule or timeline.

- Summary and purpose of activities spent during the leave:
 - How will these activities bring new knowledge, skills, or experience back to your role?
 - How will these activities benefit the department and mission of the College?
- Specific intended outcomes of the leave:
 - How will your plan enhance your ability to contribute to the College?
 - How will you demonstrate your new knowledge and/or skills after you return from leave?

Electronic signature (Your Name) *

2. A resume demonstrating exceptional service to the college. Examples include and are not limited to:
- Work experience
 - Professional development
 - Community involvement
 - Any other College involvement (i.e. presentation facilitator, research, work teams, committees, task force, special projects, etc.)
 - May want to consider work completed in your role that is exceptional.
 - May want to differentiate special project and include as its own bullet points.