

Conditions of the Professional Development Leave Program

1. While on professional development leave, the salary of the employee will be one-half pay for two semesters (one academic year) or full-pay for one semester (or equivalent).
2. Contributions normally made by the university to retirement and social security programs will continue on a basis proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs also will continue during the leave.
3. Eligible employees will continue to accrue annual and sick leave on a full-time basis during the leave.
4. While on leave, an employee will be permitted to receive funds for travel and living expenses and other leave-related expenses from sources other than the university, such as fellowships, grants-in-aid, and sponsored projects to assist in accomplishing the purposes of the leave. Receipt of funds for such purposes will not result in the reduction of the employee's university salary.
5. If the employee chooses, grants for financial assistance from other sources may be administered through the university. If financial assistance is received in the form of salary, the university salary will normally be reduced by the amount necessary to bring the total income of the leave period to a level comparable to not more than 125% of the employee's current year salary rate.
6. Employment unrelated to the purpose of the leave is governed by the provisions and policies regarding Conflict of Interest and Outside Employment and Activities, see the FSU Faculty Handbook, <http://facultyhandbook.fsu.edu/Section-4-Faculty-Employment-Policies>.
7. The employee must return to university employment for at least one academic year following participation in the program. Agreements to the contrary must be requested in writing prior to the leave and approved by the Vice President for Faculty Development and Advancement. Employees will normally be required to return to the university salary funds received during the program in those instances where neither of the above is satisfied.
8. The employee must, within sixty (60) days after the start of the next academic year semester following the leave, provide a written report describing the employee's accomplishments during the leave to the Vice President for Faculty Development and Advancement (at adelrossi@admin.fsu.edu), as well as to the employee's chair, dean or director for use in annual review processes. The report must include information regarding the activities undertaken during the leave, the results accomplished during the leave as they affect the employee and the university, and research or other scholarly work produced or expected to be produced as a result of the leave.
9. An employee who accepts a professional development leave, and fails to spend the time as stated in the application, will be required to reimburse the salary funds received during this leave to the university.