

**College of Saint Benedict / St. John's University**  
**Application for Administrative Professional Development Leave**  
**(Paid Leave)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CSB \_\_\_\_\_ or SJU \_\_\_\_\_ Department: \_\_\_\_\_

Leave Start Date: \_\_\_\_\_ Leave End Date: \_\_\_\_\_

Full-Time Leave \_\_\_\_\_ or Part-Time Leave \_\_\_\_\_ (check one)

If Part-Time Leave, please list work schedule: \_\_\_\_\_

Is this your first professional development leave? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, how many years of employment will you have completed at CSB/SJU (if any of this has been part-time, give full-time equivalent)? \_\_\_\_\_

If NO, what were the dates of your most recent leave? \_\_\_\_\_

How many years of full-time equivalent employment have you completed since your most recent leave? \_\_\_\_\_

Professional Development Leave Application

Application for professional development leave should include the following materials:

1. Updated resume, including service to the college/university.
2. A detailed proposal of research, training, study, creative work. Please be specific about the purpose of your work, including the background and desired results of your proposal.
  - If your project includes continuation of previous work, explain the need for continuation in this area.
  - If your project involves a new initiative of research/study, explain the benefits you intend to achieve.
3. Description of importance of professional development leave:  
What value will the leave have relative to -
  - your professional development in your role as an administrative employee
  - your department?
4. Relevant information:
  - Where will your professional development be done?

- With whom will you be working on your proposed project?
- Are there reasons why this coming year is an especially advantageous time for your professional development leave?

5. Two recommendation letters, one of which must come from your direct supervisor. Letters should directly address quality, appropriateness, feasibility, and others matters pertinent to the nature of the proposal. **Please note** - the applicant should alert his/her supervisor and department head as soon as possible of the intent to apply for professional development leave.

Letter from supervisor should address the following issues:

- the professional quality of the leave proposal and the applicant's capacity to accomplish the goals indicated;
- how the leave will affect the applicant's professional growth, as well as the department; and
- the department's staffing during the applicant's leave as well as extra-departmental effects, if any.

Submit this form with required attachments to your department head (VP or Provost) by October 1<sup>st</sup> of the year preceding your requested leave.

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I hereby make the above application and submit the attached professional development leave proposal.

I accept the following conditions:

1. to make every reasonable effort to fulfill the terms of the professional development leave;
2. that I return to the College of St. Benedict or St. John's University for at least one year of employment after my leave has ended.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Vice President or Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board (SJU applications only)

\_\_\_\_\_  
Date