Division of Agriculture
Extended Leave for Study Policy

Strong research and extension programs depend upon having highly motivated, qualified employees. The ability to work toward an undergraduate or graduate degree is an important incentive when recruiting and retaining employees.

If an undergraduate or graduate program requires the employee to be absent from their work site for an extended period of time in order to attend a class or internship required for degree completion, the employee may request permission to use annual leave, leave without pay, and an approved revised work schedule. Annual leave should be exhausted before using leave without pay. This request may not extend more than one semester, and may only be requested to attend an accredited undergraduate or graduate program at a university. To initiate the request, the employee must:

1. Be a 100%, appointed employee.

2. Be accepted into an undergraduate or graduate degree program, which would benefit the Division's goals, and must have made some progress toward the degree.

3. Develop a plan for the proposed semester which includes:
   a. A degree plan, with courses designated which will be taken during the semester.
   b. A work plan indicating how assigned work will be covered during absence from primary work site.
   c. A proposed schedule indicating distribution of work and annual leave or leave without pay that will be used each week. If leave without pay is used, the proposed schedule should be submitted to payroll@uada.edu and yourbenefits@uada.edu to ensure any applicable benefit premiums are covered.

4. Gain approval from primary supervisor, on-campus temporary supervisor (if applicable), Unit Head, and the Sr. Associate Vice President at least three months prior to beginning the proposed semester. Anyone in the approval chain may reject the plan if they determine that the plan is not likely to benefit the Division of Agriculture and/or would be disruptive to the employee's work task or unit.