

## **UCOP Human Resources Procedures 50 – PROFESSIONAL DEVELOPMENT LEAVE**

### **I. POLICY REFERENCES**

UC-PPSM 43, Leave of Absence  
UC-PPSM 46, Administrative Leave  
UC-PPSM 50, Professional Development Leave  
UC-PPSM 51, Reduced Fee Enrollment  
UCOP Administrative Procedure 51, Reduced Fee Enrollment  
UCOP Online Employee Database (EDB) System Manual – (LOAB – Leave of Absence Bundle)  
UC Benefits Checklist (Leave without Pay)

### **II. GENERAL**

This procedure outlines the application and implementation of the UCOP Professional Development policy. It is not applicable to the Senior Management Group (SMG) positions.

The Professional Development policy enables the University to provide employees with opportunities for professional development through supervisor-employee professional development planning, modification of work schedules, and reimbursement of educational fees, as appropriate.

#### **A. Forms of Professional Development**

“Professional development” includes, but is not limited to, courses, workshops, seminars, industry professional association conferences, cross-training, coaching, internships, and on-the-job training.

#### **B. Partnership in Training and Development**

The dialog between employee and supervisor is essential in defining training and development goals and selecting activities that will achieve those goals. The employee and supervisor share responsibility for defining goals that relate to the University’s mission, the department’s goals, and the employee’s career goals.

#### **C. Authority**

Division and Department Heads may re-delegate the authority to supervisors to approve employee requests for professional development. The criterion for approval of employee requests is the extent to which the activity will further the department’s mission, vision, goals, and priorities. Division and Department Heads may also re-delegate to supervisors the authority to require program attendance.

#### **D. New Employee Orientation**

All new employees hired for three (3) months or more are required to attend the first scheduled orientation on or after their first day of work.

### **III. PROFESSIONAL DEVELOPMENT LEAVE**

A. Professional development activities covered by this policy include:

1. regular University courses [Refer to UC-PPSM 51.Reduced Fee Enrollment for additional provisions];

2. educational courses at other institutions;
  3. on-campus programs and classes; and
  4. seminars, workshops, and developmental activities offered by work-oriented professional and technical associations.
- B. The following should be taken into consideration in determining whether the training or education contemplated is eligible for tuition reimbursement or time off with pay under the provisions of this policy:
1. appropriateness of the activity to the employee's present state of development in her/his current position, and planned future positions; and
  2. the quality of the particular training activity, and the reliability of the institution providing this activity.

#### **IV. MODIFICATION OF WORK SCHEDULES**

- A. Professional development activities shall require the prior approval from the Division Head or designee who may approve adjusted work schedules, with or without a reduction in pay, or administrative leave with pay.
- B. The Division or Department Head may approve adjusted work schedules, or administrative leave with pay, for non-exempt employees if the professional development activity is work-related. If the employee is required to attend the developmental activity, the attendance should be at the department's expense (including fees, materials, travel and per diem) and time spent participating will be considered as hours worked.
- C. The Division or Department Head may approve adjusted work schedules, or administrative leave with pay, for exempt employees if the professional development activity is either position or career-related. If the employee is required to attend the developmental activity, the attendance should be at the department's expense (including fees, materials, travel and per diem) and time spent participating will be considered as hours worked.

#### **V. TUITION REIMBURSEMENT**

The reimbursement of tuition and related costs and/or paid time off for voluntary attendance at either position or work-related developmental activities is at the discretion of the Division Head or designee. Voluntary attendance at training programs outside regularly scheduled working hours is not considered hours worked, even if the training is directly related to the job and paid for by the department.