



NUMBER: 360  
SUBJECT: SPECIAL DEVELOPMENT LEAVE—BENEFITS ELIGIBLE EMPLOYEES  
EFFECTIVE DATE: AUGUST 15, 2005  
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011  
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### ***360.1 — POLICY***

Bridgerland Applied Technology College (BATC) supports the development of its human resources. BATC staff may request a special leave with pay for developmental purposes. These leaves are not a right, but a privilege, and must be approved by the appropriate administrative authority (the Campus President, or the Vice President for Finance, the Vice President for Student Services, or the applicable Associate Vice President for Instruction.)

### ***360.2 — PROCEDURES***

An employee requesting special development leave with pay must negotiate the terms of the leave with the appropriate department head and be forwarded to the appropriate administrative authority (the Campus President, or the Vice President for Finance, the Vice President for Student Services, or the applicable Associate Vice President for Instruction.) The agreement should stipulate the length of the leave and the agreed upon effect on rate of pay. The length of leave may not exceed one (1) year, nor can the rate of pay exceed that provided in Section 300.365 of the Policy Manual. The negotiated agreement must be approved by the appropriate administrative authority (the Campus President, the Vice President for Finance, the Vice President for Student Services, and the applicable Associate Vice President for Instruction.)

### ***360.3 — RESPONSIBILITIES***

#### **360.3.1 — Department Heads, Associate Vice Presidents for Instruction, Vice Presidents, Campus President**

Department heads, Associate Vice Presidents for Instruction, Vice Presidents, and the Campus President are responsible for evaluating special development leave requests and to ensure that the requested leave will enhance the potential of the employee to BATC.

#### **360.3.2 — Employees**

Employees are responsible for justifying requests for special development leave according to this policy.