POLICY

Title: PROFESSIONAL LEAVE FOR NONREPRESENTED EMPLOYEES

Authority: Wis. Stats. §§ 38.04(14); 38.12(7); Wisconsin Administrative Code Chapter TCS 6.03; Board Minutes, 1/24/95; 12/14/99

Code: C0506

Original Adoption: 1/24/95
Revised/Reviewed: 12/14/99
Effective: 12/15/99

BACKGROUND:

Periodically MATC nonrepresented employees engage in professional activities that benefit the college beyond their normal contribution to the education of our students. Toward that end, the MATC District Board wants to encourage extra-curricular activities by staff that enhance the mission of MATC.

PROFESSIONAL LEAVE:

"Professional Leave" is an all-encompassing term. It can include, but is not limited to:

A. Representing the college at formal collegiate ceremonies

B. Presenting a professional paper

C. Serving as an unpaid consultant on behalf of a professional association when to do so favorably impacts upon the District

D. Other activities

PROCEDURES:

Any nonrepresented employee may request sponsorship for professional leave to engage in activities within their area of expertise that provide a direct benefit to the college. Sponsorship can include, but is not limited to:

Paid leave/unpaid leave
Travel reimbursement
Other
Requests for professional leave must be submitted to the employee’s supervisor for initial review and approval. If approved, the request will be sent to the Division Head and if approved to the Executive Vice-President. Approval at this level will constitute sponsorship by MATC for the professional leave.

Requests should include a detailed explanation of the activity, location, estimated costs, etc. In addition, the requestor should provide an explanation of the benefit to the district afforded by the professional activity. Of course, such requests are subject to budgetary constraints as necessary. The President or Executive Vice-President reserves the right to refuse any request for any other reason.

Employees are advised that other options are available to participate in activities not directly sponsored by MATC: vacation, unpaid leave with partial sponsorship and other arrangements that may be mutually agreed upon by the requestor and MATC. In addition, the supervisor will decide whether the professional leave should be supported through division travel funds or provide an endorsement to the request that funds outside the division be used.