MEMORANDUM
May 5, 2008

TO: Employees and Faculty

FROM: Sherell Hendrickson
Associate Vice President of Human Resources

SUBJECT: Application for Educational Leave with Pay, Professional Development Leave, and Grant-in-Aid (GIA)

As a full-time University Work Force or faculty employee with three (3) or more years of continuous service with UWF, you are eligible to apply for educational leave beginning with the Fall Semester 2008 and ending with the Summer Semester 2009. Educational leave may be taken in one semester of full-time school attendance with no work requirements or two semesters of half-time school attendance and half-time work requirements. This is an excellent educational opportunity to earn your full salary, accrue leave, and pursue your educational goals.

Educational Leave with Pay – The intent of this program is to benefit the University by improving employees' job skills and general knowledge to be better prepared for promotional opportunities. The course of study does not have to be directly related to current job functions. University Work Force employees excluding coordinators and above may apply for this program.

Professional Development Leave with Pay – The intent of this program is to provide for employees to take academic course work, perform individual research, educational travel or observation, or other relevant activities which shall improve the employee's professional competence. The vice president will outline his or her expectations and anticipated outcomes from the recipient's proposed engagement. An agreed upon program, including a timetable for completion of the program, must be established between the vice president and the awardee. These documents must be included in the program of study or planned activity. University Work Force employees at the coordinator level or above may apply for this program.

Grant-in-Aid (GIA) – This program is targeted to employees who have been accepted into their programs of instruction and are seeking degrees in underrepresented areas. The course of study must be directly related to current job functions. University Work Force employees and faculty may apply for this program. University Work Force employees may also receive a stipend during Grant-In-Aid leave.

The attached application should be completed including all signature approvals (supervisor, department head, and vice president) and submitted to the Office of Human Resources by the end of the day on **Friday, July 18, 2008**. If you have questions or concerns, please give Cindy Faria a call at extension 2602 or email to cfaria@uwf.edu.

These programs are subject to availability of funding and may be reduced or eliminated due to budgetary restrictions and/or considerations.

Attachments

Copy to: Dr. John Cavanaugh
Dr. Hal White
Dr. Deborah Ford
Dr. Dean Van Galen
Dr. Chula King