**Policy on Professional Development Leave**

**1. Purpose**

This policy is put into place to clarify the purpose and intent of Professional Development Leave (Sabbaticals) at Fermilab. Salary continuation and benefit costs will be allowable for the granting of paid leave for the purpose of promoting the continuing professional growth, competence and renewal of scientific and senior management staff members.

**2. Scope**

This policy governs all Full-Time Scientific and Senior Management Staff at the Laboratory.

**3. Applicability**

This policy applies to all Fermilab Scientific and Senior Management Staff.

**4. Effective date**

This policy is effective January 1, 2018.

**5. Policy**

It is appropriate that for Fermilab employees to maintain their technological and scientific expertise, they periodically be granted opportunities for study and research to further their professional development and scientific stature. A Professional Development Leave is one means of recognizing a scientist or senior manager’s strong performance, future potential for growth, and opportunity to make a major contribution to the future program of the laboratory. It is intended to extend and accelerate intellectual growth and to enable pursuit without distraction of projects designed to this end, including the advancement of personal knowledge or competence in the person’s current or potential areas of specialty. A leave is also intended to benefit Fermilab and the laboratory’s scientific community. Therefore, Professional Development Leaves normally will be granted only to personnel who will return to the laboratory for a reasonable period after the end of the leave.

Identifying an appropriate program of study or research that is beneficial to both the individual and the Laboratory is a prerequisite for consideration of a leave request. Approval of an application for professional development leave is contingent upon adequate funding and personnel resources being available to meet the Laboratory’s needs. Where that is not the case, the request may be denied, postponed or approved at a lower level of support. Leaves may be requested at full or partial pay/benefits or as unpaid leave. Leaves may be approved at lower levels of support than the maximums listed in Table 1.

Each full-time employee holding an appointment in the rank of Scientist, Senior Scientist, Distinguished Scientist, or in senior management (Division Head and up) is eligible to apply for Professional Development Leave. The Laboratory Director has the sole discretion to grant professional development leave. The employee must obtain a written recommendation from his/her Division Head and approval from the relevant Chief before submitting the request to the Laboratory Director. Approval for such leave will be based on evidence that the Laboratory will benefit from the proposed work and that the candidate will continue employment at Fermilab for a reasonable period following the leave. Under normal circumstances, a maximum of 4 employees may be on Professional Development Leave at any given time.

Leave credit accumulates at the rate of one month for each year of service for Associate Scientists, Scientists, Senior Scientists, Distinguished Scientists or Senior Lab management (Division Heads and above). Staff members may take leave for Professional Development in increments, or in one continuous period not to exceed twelve consecutive months. Minimum leave request duration is three consecutive months. The leave may be spent at appropriate institutions either within or outside the United States. An individual who does not qualify under this policy because of the terms of appointment may, under special circumstances, be granted leave for professional development under the same conditions as described within this policy. The following conditions apply:

1. No vacation, sick leave, or service credit accrues during the leave period.
2. If the employee chooses not to return to active work after the approved leave period, the employee will be required to pay back the salary continuation and benefits costs received during the leave.
3. If the employee voluntarily leaves Fermilab Employment prior to working one year after returning, the employee will be required to pay back the salary continuation and benefit costs on a prorated schedule.
4. No educational assistance, travel or relocation expenses will be paid to employees on Professional Development Leave.

In some cases, personnel on leave will have expenses beyond those normally incurred during regular service to the Laboratory; those expenses are the responsibility of the person on leave. The acceptance of fellowships, grants, travel awards, compensation, reimbursement of expenses, etc., to offset either those added expenses, or the loss of salary involved in leave, is encouraged. Development leave is intended to increase value to the lab, and not for financial gain. Any non-lab salary compensation received during the leave must be reported to WDRS, and the sum of external and laboratory salary compensation should not exceed the person’s base salary. WDRS will review the application to determine if any actual or apparent conflict of interest may exist. Professional Development Leave should not create a conflict of interest situation as described in FRA’s policy https://fermipoint.fnal.gov/organization/wdrs/Policies/Workplace%20conduct/standardsofconduct.pdf

Each application will be made using the WDRS Professional Development Leave application form, and must:

1. Specify the start date and duration of leave requested.
2. Specify the location where the development leave will be spent.
3. Specify the salary fraction requested, and describe any financial arrangements provided by institutions other than Fermilab.
4. Include a statement from the relevant Division Head or Chief specifying how the continuing research program and the responsibilities of the organization can be fulfilled while the applicant is on leave, and anticipated assignment on return.
5. Describe the benefits, both immediate and long-range, that the leave will bring to the laboratory and applicant.

Professional Development leave is covered by this policy, and distinct from other leaves covered by the laboratory’s unpaid leave(ref) and outside employment policies.

Table - Salary Payments made by the Laboratory to an employee for professional Development Leave shall not exceed this Schedule:

|  |  |  |
| --- | --- | --- |
| Years of Service, or Years of Service since last Professional Development Leave | For leave periods of up to 6 months | For leave periods of 7-12 months |
| 6 | Full Salary | 50% Salary |
| 7 | Full Salary | 58.3% Salary |
| 8 | Full Salary | 66.6% Salary |
| 9 | Full Salary | 74.9% Salary |
| 10 | Full Salary | 83.2% Salary |
| 11 | Full Salary | 91.5% Salary |
| 12 | Full Salary | Full Salary |

**6. Exceptions**

Requests for exceptions that exceed what is allowed under this policy, or that are not addressed by this policy, require approval by the Laboratory Director.

**7. Definitions**

N/A

**8. Responsibilities**

*Fermilab Director*

The Fermilab director is responsible for ensuring lab wide compliance with this policy.

**9. Authorities**

FRA Contract (DE-AC02-07CH11359)

**10. Owner**

The Chief Research Officer is responsible for reviewing and updating this policy.

**11. Review cycle**

This policy is to be reviewed every two years after issuance.

**12. Management System**

Fermilab Human Resources Management System

# 13. Revision History

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| --- | --- | --- |
| **Revision** | **Date Released** | **Description of Change** |
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