

## Professional Development Hours for Staff and Administrators

Staff and administrators are allotted 10 hours per semester for professional development. The purpose of this benefit is to allow employees to attend campus events during the workday for professional and personal enrichment.

Examples of qualified opportunities are:

1. Events/activities sponsored by the Employee Wellness Team.
2. "Wednesday at 11:00" activities.
3. Speakers/lectures sponsored by the Office of Diversity, Bowers Writers House, Mosaic House etc.

In order to use these hours, employees need to obtain supervisor permission and follow the same departmental protocols for requesting other types of leave. Use of these hours is optional. Requests to use Professional Development hours can be denied based on the operational needs of the department; however, we request supervisor support for requests, whenever practical.

Salaried employees should report these hours the same as they report other leave. A new status has been created in Time Advantage to report this type of leave for hourly employees. Use of professional development hours do not count toward overtime.

If you have any questions, please contact Human Resources at x1406 or [hr@etown.edu](mailto:hr@etown.edu)