Study Leave

Study leave time is available annually to OSU Extension faculty members for course work, workshops, short courses, study tours, language immersion or other kinds of professional development opportunities. Salary and OPE remain at the current rate for the length of the leave if the policy detailed below is followed.

Allocation of study leave time is subject to agreement between the faculty member, the immediate supervisor, and the program leader or his/her designee, but in the main will follow these guidelines:

- Up to six weeks of study leave may be granted annually, the first three weeks of which (15 working days) can be taken with no loss of personal vacation days.
- Vacation time must be used for the number of study leave days taken beyond the first three weeks, up to the maximum of six weeks.
- No special allowance of time will be made for travel to and from the sessions of study. Time needed for travel must be part of the study leave period or be taken from vacation.

In order for a study leave to be approved, a written plan must be included as part of the annual professional development plan submitted through Digital Measures. The written plan should include study objectives, educational activities and events, special situations, and time period and location of study activity, as well as how the knowledge and skills gained will be incorporated into the faculty member’s plan of work. The plan must be available for review at least 30 days prior to the time approval is needed for a particular study project.