

---

SUBJECT: CASS COUNTY EXTENSION SERVICE DEVELOPMENTAL LEAVE

ADOPTED DATE: NOVEMBER 4, 1996

PAGE 1 OF 1

---

The following procedure shall be followed when employees of the Cass County office of the NDSU Extension Service request developmental leave:

- 1) The staff member will begin planning for the leave experience at least three to six months before leaving their Cass County assignment.
- 2) The staff member will work in close cooperation with the extension district director or extension director to plan for the developmental leave experience.
- 3) The staff member will meet with the portfolio commissioner to discuss the plan and to address any questions the commissioner may have.
- 4) The portfolio commissioner will present the request to the commission for approval prior to the staff member beginning the developmental leave experience.
- 5) When the staff member is on developmental leave, the NDSU Extension Service will pay up to 75% of the staff member's salary for up to one year. Cass County government will pay for the replacement staff needed to continue the educational program in the county.

HISTORICAL REFERENCE DATE: NOVEMBER 4, 1996