

IOWA STATE UNIVERSITY

College of Engineering

Professional Activity Leave for External Activities Agreement and Request Form

With prior approval, faculty and professional and scientific (P&S) employees *may be permitted* (not as an entitlement) up to nine (9) days of paid Professional Activity Leave per academic term (i.e., fall, spring, summer) when the following conditions are met:

- conducting the activity will advance the skills and abilities of the employee, with resultant benefit to the employing unit.
- the employee has made adequate arrangements to cover ongoing university responsibilities.
- the activity does not interfere or compete with ongoing activities and responsibilities of the university; and
- the activity will not otherwise be detrimental to the employing unit or university.

Name:	
Title/Rank:	
Department:	
Date:	
Description of the proposed external activity or activities, including date(s):	
Rationale for using Professional Activity Leave (see the note at the end of this form in order to provide your response):	

Estimated number of days of professional activity leave:

Please note that these estimates may be updated, and additional requests made throughout the year. Number of days should not exceed a total of nine days per semester.

Term	# of Days	Dates of Expected Leave
Spring 20____:		
Summer 20____*:		
Fall 20____:		

*Summer dates are only needed for months in which summer salary is paid by ISU.

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Conditions of Approval (to be filled in by the supervisor):

(Use this section to list any limitations on Professional Activity Leave not already listed above, or any special conditions that must be met before Professional Activity Leave may be taken.)

Acknowledged:

Applicant (signature) **Approved:**

Date

Department Chair (signature)

Date

Notes:

1. Please refer to the [Conflicts of Interest and Commitment Procedures and Guidance](#) of Iowa State University (click on professional leave link on page 2) for complete guidance on professional leave.
2. Professional Activity Leave is not required for uncompensated service to associations, scholarly societies and governmental agencies when they are part of the assigned responsibility of the employee. Commitments that require significantly more time (such as serving a program committee chair) should be discussed with the direct supervisor.
3. Professional Activity Leave cannot be granted if an employee is paid from research grants and/or contracts for the entire duration. Please refer to the [Effort Reporting and Certification policy](#).
4. Employees must submit Professional Activity Leave requests to their supervisor in sufficient time for coverage of job responsibilities.

Signed Agreements should be retained in the primary department of the applicant

Updated on 12/7/2022