



### Faculty/Staff Development Application

Faculty and staff members who desire to pursue formal study and continue employment at Alcorn State University must complete this application when they intend to pursue formal study at **an institution other than Alcorn State University**.

The completed application (along with class schedule) should be filed with the Office of Human Resources and the immediate supervisor, even when faculty and staff members are not requesting financial assistance from the University.

The faculty\ staff member attest by signature below that his/her study will not impede the duties and responsibilities at Alcorn. If the employee is requesting leave during normal work hours, the immediate supervisor, Unit VP, and the University President must approve the leave. The study leave may be approved for up to, but not to exceed, four (4) hours per week during working hours while the applicant is enrolled in the applicable course(s).

Such leave is not encouraged during working hours except in circumstances where the course of study is in an area of University need.

**If the time of study does not include normal working hours, signatures other than that of the employee are not required.**

**PLEASE TYPE OR PRINT ALL INFORMATION**

Name: \_\_\_\_\_ A#: \_\_\_\_\_

University/College/School to be attended: \_\_\_\_\_

Enrollment Dates: \_\_\_\_\_ to \_\_\_\_\_

Class Schedule: \_\_\_\_\_

\_\_\_\_\_

Total Hours of Leave Requested per Week: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**REQUIRED SIGNATURES OF APPROVAL:**

Immediate Supervisor: \_\_\_\_\_

Unit Vice President: \_\_\_\_\_

University President: \_\_\_\_\_

Verification of Filing: \_\_\_\_\_

Director of Human Resources