



Exempt Employee Long-Term Professional Development Debrief - PART 2

NAME (Last, First, Middle Initial)	COCID ID #	DATE PREPARED
TITLE	DEPARTMENT	

The purpose of a Long-Term Professional Development Leave for an exempt employee is for the employee to participate in opportunities to grow and learn in a professional capacity. **Part 2** – Debrief must be submitted to the employee's supervisor no later than 30 days after the completion of the professional development event or the end of the academic year in which the activity took place. **You will need to submit a request annually for review if anticipated continuing education extends beyond one year. Prior year summaries or progress reports must be included in any additional requests.**

Complete the following requirements in the spaces provided to REPORT on professional development activities:

What new knowledge, skills or expertise did you gain from this experience?

What are your plans to share, apply, or incorporate the information gained?

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

Copy to:

- Supervisor
- Employee
- Employee File