

## **Leave and Travel Authorization and Support**

LIS supports operations travel to fulfill its mission in accord with university and state travel policies, and reimburses travel expenses at established mileage rates and approved per diem allowances. CSU travel authorizations are required for off-campus operations in accord with university policy, and for non-operational travel LIS requires a leave authorization as well which requires the traveler to arrange for job coverage during one's absence, and in the case of management and administrative responsibilities backup by a co-worker or colleague with prior authorization to act in the appropriate capacity for a coordinator, manager, or administrator. To be granted leave from normal duties, travel, or other authorized scheduled absence (eg., vacation, medical leave by appointment, etc., rather than sickness, emergencies, etc.), employees must indicate coverage through rescheduling, re-assignment to coworkers, etc.

Travel expenses covered in advance by the university from LIS budgets must be pre-approved by the appropriate director and the LIS dean, with both an LIS leave form and university travel authorization form. Use of the LIS van for official business is arranged through the LIS Facilities Manager, in accord with policies and procedures established by Campus Police for the university motor pool.

LIS supports professional development and travel by leave and covering expenses or subsidizing said travel according to the following criteria and gradation. These guidelines are only to provide a sense of what is realistic, are not contractual, and the amounts of assistance possible vary depending on budgets and competition for limited funds. Matching with other sources of support is encouraged. Travel subsidies to conferences, symposia, workshops, etc. required after the fact the sharing of the experience with colleagues through routed offprints of publications, reports which are circulated, write-ups for the *LISstener*, and LIS brown bag luncheon forums, etc.

### **1. Total coverage (100%)**

- 1.1 Operations travel fulfilling primary duties, job junctions, assignments, and program objectives, as determined in job descriptions, departmental policies, and LIS service programs, which constitutes the official business of LIS for the university. This pertains to administrators, managers, coordinators, faculty and staff.
- 1.2 Travel to meetings where the administrator, manager, coordinator, or other employee is representing the university in an official capacity.
- 1.3 Training and professional development requested by the LIS administration to further program objectives for which the university is the main beneficiary.

### **2. Substantial coverage (est. 60-80%)**

- 2.1 Participation in relevant professional associations, scholarly organizations, conferences,

public forums, public events, etc., in which the participant gains professional development and stature, and thereby advances the university's reputation, such as presenting papers, keynote addresses, or through media presentations where one's presence is required, LIS and the university shall try to support individuals by covering major fixed expenses such as registration, airfare or mileage, etc., and perhaps a per diem allowance, but because of travel budget constraints may not cover costs over which the person has choice such as accommodations, meals, local travel, etc. Travel subsidy requests should include a justification and documentation of the event. All LIS administrators, faculty and staff are eligible.

Relevance, significance, importance to the university and individual should be documented with a projection of expected expenses, but judgement about merit of the request and means for support is the prerogative of the LIS dean.

- 2.2 Faculty and professional development activities earning high visibility and which contribute to a portfolio review for creative accomplishment as articulated in the DAC shall receive highest consideration. More than mere participation, such high-level support should be earned by significant contribution, communication, and publication.
- 2.3 Highest priority is for international, national and regional forums, followed by state and metropolitan forms, etc., beyond the local.

### **3 Partial subsidy (est. 40-60%)**

- 3.1. Travel and leave for professional development for which both the university (LIS, an LIS Department, program. etc.) and the individual are benefited.
- 3.2 Critical (relevant to the LIS mission and university's programs) committee work, board memberships, for professional associations and scholarly organizations, etc.
- 3.3 Representation of the university and LIS in organizations and at public events which advance university public relations, liaison communications, and explorations for partnerships, etc., that potentially create opportunities for individual and institutional advancement.

### **4 Modest subsidy (20-40%)**

- 4.1 Professional development, continuing education opportunities, training related to one's position, job, and primary duties.
- 4.2 Community or civic and professional service to local and regional organizations allied with the university or whose interests are commensurate with university self-interest.

### **5 Base support and/or Leave only (0-20%)**

- 5.1 Personal growth and development relevant to the mission, goals and objectives of LIS.
- 5.2 Flexible time to achieve career goals and explore professional opportunities
- 5.3 In the case of layoffs, discontinuations, etc., assistance in finding other employment.