

Employee Participation Request Form

CONFIRM ELIGIBILITY TO PARTICIPATE IN LLEAP BEFORE COMPLETING THIS FORM.

Directions: Provide requested information in the space provided. After completing the form, send to manager/supervisor at least three weeks prior to the start date of the development opportunity for which funds and, or time is requested.

Demographic Information

Employee Name: _____
Manager Name: _____
College/Unit: _____

Title: _____
Phone: _____
Email: _____

1. As a LLEAP eligible employee, I am requesting (check one box below):

- Up to \$200 of funding for development activities **AND** up to eight hours of release time
- Up to \$200 of funding for coursework **not covered** under a university tuition waiver
- Continuous flex time of four hours per week while enrolled in, or actively pursuing a terminal degree
- Release time of up to 16 hours per year for development activities

2. The request is associated with an approved LLEAP category (check one box below):

- Technical Development (related to a specific skill required for job)
- Leadership Development (e.g., coaching, leading work teams)
- Certification (e.g., PMP, SPHR)
- Conference (e.g., professional workshop, seminar)
- Course (for degree requirement)

3. Describe the development activity below.

4. In the space provided below, describe how the development activity will benefit you in managing your career at UIC.

5. Provide time and/or fund requests for the Career Development Activity below.

Time Requested: _____

Funds Requested: _____

Signatures

Requesting Employee

Date

Manager

Date

OE Representative

Date