

Planning Guide – Days allocated for 2007-2011 Plan of Work
To be determined by individual staff member, along with their Program Leader

Plans to draw from:

Program Area (50-70% of your time) _____ days

- 4-H Youth Development
- Agricultural Resources
- Family & Consumer Resources
- Forestry & Wildlife
- Sea Grant & Water Resources

Professional Development (5-10% of your time) _____ days

Interdisciplinary Work (5-15% of your time) _____ days

- Civic Participation & Leadership
- Extension Excellence in Teaching
- Healthy Lifestyles
- Land & Water
- Natural Resources Business Institute
- Program Development & Evaluation
- Strengthening NH Communities
- Volunteerism
- Other (EDEN, Diversity, Public Awareness, County-Campus initiatives)

Unplanned Time (10% ± of your time) _____ days

Administrative Time (5-10% of your time) _____ days

- Staff meetings, reporting
- Committee work (EEC, promotion, recognition)

COA Time (20-30%)^a _____ days

Vacation/Sick Leave & UNH Holidays (10-15% of your time)^b _____ days

TOTAL (Full Time Staff) 260 days

^a % time is situational in each county and is to be determined by staff and their respective program leader.

^b USNH policy requires that staff utilize a minimum of 10 annual leave days each year and there are 11 designated UNH holidays.

Staff Person Signature

Program Leader Signature

Date

Due to Program Leader by October 1, 2006

May, 2006