

Planning Guide – Days allocated for 2009-2013 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 & Strengthening NH Communities
- Land & Water
- Natural Resources Business Institute
- Program Development & Evaluation
- Other (EDEN, Diversity, Public Awareness, County-Campus initiatives)

Unplanned Time (10% \pm of your time) _____ days

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

- Staff meetings, reporting
- **Organization-wide** Committee work (EEC, SPIT, 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.