

# EDUCATIONAL LEAVE PROCEDURE

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*Related Board of Trustees Policy: BP 2.10*

*Approval: May 2012*

*Revision:*

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The Board authorizes the President to implement a system of paid and unpaid educational leave consistent with the stated Educational Leave Policy. The procedures for requesting/granting educational leave are as follows:

## **Educational Leave Request**

- The employee must submit a written request to his/her supervisor at least six (6) months before the leave is to begin.
- The request should include the proposed beginning and ending date of the leave and a narrative on how the request will best serve the interests of the College.
- The supervisor may request additional information about the proposed request to assist in verifying the extent to which it is directly related to the employee's job duties.

## **Evaluation of Educational Leave Request**

- The supervisor will be responsible for evaluating the educational leave request and making a recommendation to the unit vice president as to whether the request should be granted.
- The unit vice president will then make a recommendation to the President for approval/disapproval.
- The granting of educational leave requires written approval of the President along with a contract letter to the employee, which outlines the terms of the leave approval.
- The granting of educational leave will be contingent upon the availability of State funds to pay for the leave and of personnel to cover the employee's job duties while on leave.

## **Employee's Responsibility**

- The College may terminate any employee who is granted educational leave with pay but fails to honor the contract to return.
- If an employee fails to return to work, he/she must repay the amount extended for the educational leave.
- If the employee only fulfills a portion of the contract, repayment will be on a pro rata basis.

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