

EDUCATIONAL LEAVE- BP 2.10

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EDUCATIONAL LEAVE

The Board encourages employees to seek professional growth appropriate to their strengths and the needs of the College. The Board recognizes that faculty and other staff may desire to enter a full-time academic program that would not allow the person to perform his or her regular duties at the College. Therefore, a system of paid and unpaid educational leave shall be established pursuant to this Policy and those Administrative Rules implemented by the President. For purposes of this Policy, “educational leave” means a release from duties or time normally required of a full-time employee in carrying out the full load of the employee's job responsibilities to further his or her education.

Board authorizes the President to implement a system of paid and unpaid educational leave consistent with the following requirements:

1. Educational leave will be granted only when the best interests of the College are to be served. The studies engaged in during each educational leave must be directly related to improving the competence of the employee in the teaching or administrative duties assigned.
2. Educational leave with pay is to be available only to employees who have been full-time employees of the College or the System for at least three (3) years.
3. Educational leave without pay is available only to employees who have been full-time employees of the College for at least two (2) years.
4. Educational leave with pay shall not exceed one semester per calendar year.
5. Educational leave with pay must not be granted to any employee more often than every third year unless the Board approves the employee's leave.
6. The granting of educational leave with pay for any term requires written approval of the President and a contract with the person seeking educational leave.
7. An employee who fails to honor the contract to return may be terminated and, in all cases, must be required to repay the amount expended for the educational leave. If the employee fails to honor the entire contract, but fulfills a portion of the contract, repayment must be based on a pro rata portion.

8. The granting of educational leave by the College guarantees reemployment only if the position the person held before educational leave exists at the time of return of the employee.

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