

## Educational Leave

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**Policy**

The State may provide leave with pay or leave without pay for certain types of educational courses. The references to approved educational courses may be found in the Academic Assistance Policy located in Section 9 of the State Human Resources Manual. When leave is necessary for educational purposes, the following provisions shall be followed:

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**Educational Leave with Pay (only available to permanent full time for paid leave)**

An approved course as outlined in the Academic Assistance Policy located in Section 9 of the State Human Resources Manual should be taken on the employee's own time. If a course can be taken only during working hours, eligible employees must request paid leave prior to the beginning of the course allowing sufficient time for the leave request to be reviewed. Educational Leave with Pay may be granted unless the supervisor identifies responsibilities or assignments that will not permit the employee to be absent. Supervisors are encouraged to develop alternate work arrangements to complete the work assignments and also grant educational leave. Reasonable travel time as determined by the supervisor may be permitted to attend approved courses.

If management approves educational leave with pay, it shall not be charged to the employee's accrued leave and shall be recorded as "Educational Leave" and approved by management in the payroll system of record.

Educational leave during work hours shall not exceed one course up to five hours academic credit per academic term. Exceptions to the leave restriction may be addressed using the following Extended Educational Leave provisions of this policy.

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### Extended Educational Leave Requirements

Courses taken at the agency request that exceed the credit hours per academic term limitation must utilize Extended Educational Leave. An agency wishing to initiate a program for a number of employees to participate in a degree or certificate program must also utilize Extended Educational Leave.

Under Extended Educational Leave, the State may provide leave with pay or leave without pay for certain types of academic courses as outlined below:

**Educational Leave Without Pay** – Extended educational leave without pay may be granted in accordance with the normal leave policy as outlined in the Leave Without Pay Policy located in Section 5 of the State Human Resources Manual.

**Educational Leave with Pay** – Extended educational leave with pay shall be granted when an agency/university has requested an employee to pursue additional educational opportunities. Educational leave with pay may be granted when an employee has requested to pursue additional educational opportunities and these opportunities are related to the employee's current position or enhance the employee's current or future job duties and responsibilities thus benefiting the agency/university. In other situations, employees may be allowed to utilize accrued paid leave, upon managerial approval.

All Educational Leave with Pay must be recorded as "Educational Leave" and approved by management in the payroll system of record.

State agencies may also consider any permanent, probationary or time-limited employee for extended educational leave to participate in job or career-related work-study, scholarship or fellowship programs based upon the following criteria:

- Verification that both labor market and organizational needs exist for development in the program requested.
- Equal opportunity provided in selection of candidates.
- Employees are informed of agency policies and procedures regarding:

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- ✓ Announcement and application procedures,
- ✓ Screening and selection of employees,
- ✓ Limitations and restrictions on academic courses,
- ✓ Leave, salary, benefit conditions, withholding taxes and FICA, and
- ✓ Reimbursement agreement.

Requests for extended academic leave initiated by the employee and which do not meet with the above criteria will be administered according to the State Human Resources policy on leave without pay located in Section 5 of the State Human Resources Manual.