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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Educational Leave** **4.37**

Responsible Division: Administrative Services

Date Approved: July 2002

EDUCATIONAL LEAVE

1. **Educational Leave With Pay**

The term "educational leave" refers to the release from duties or time normally required of a full-time employee in carrying out his full load of responsibilities assigned.

State funds may be used to pay employee salaries while they are on educational leave if the following criteria are fulfilled:

- a. The employee is employed full-time on a 9, 10, 11, or 12 month basis.
- b. The employee has been a full-time employee of the college for at least three (3) years.
- c. The employee must indicate in writing, his/her intent to be under contract to the college for the next academic year.
- d. Educational leave with pay is not granted to any employee more often than every third year.
- e. Educational leave will not exceed a period of one semester during a fiscal year.
- f. An employee who fails to honor the contract shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro-rata portion.

2. **Educational Leave Without Pay**

A request for educational leave for which the employee is not eligible under the foregoing leave-with-pay policy, must meet the following criteria for consideration:

- a. The benefit to the institution demonstrably outweighs the penalty incurred by the person's absence.

- b. Duties of the employee can be covered during the leave period in a manner that is acceptable to the administration.
 - c. No cost is incurred by the institution as a result of the proposed leave.
 - d. Retention of benefits -
 - 1. The employee shall retain all accumulated sick leave, retirement status, and time earned toward the performance annual salary increase. Eligibility to accumulate leave and time toward salary increases ceases on the date leave without pay begins.
 - 2. Accumulated vacation leave may be exhausted before going on leave without pay, or the employee may choose to retain part or all of accumulated leave until return to state service. If leave without pay extends through December 31, any vacation leave accumulation above 240 hours will be automatically converted to sick leave. When exhausting leave, the employee continues to accumulate leave, is eligible to take sick leave, is entitled to holidays, and is eligible for salary increases during that period. If the employee does not return to work following leave without pay, the employee shall be paid for any accumulated vacation leave at time of separation.
 - 3. While on leave without pay, the employee may continue coverage under the college health insurance program by paying the full premium cost (no contribution by the state).
3. **Selection of Candidates for Educational Leave**
In the event that applications for educational leave in any given year exceed the number that can be released without jeopardizing the ongoing programs of the college, Selection will be determined as follows:
- 1. Applications must be approved by the appropriate Vice President and President. Complete applications for educational leave by employees must be forwarded to the president's office by February 1, for approval, prior to the April meeting of the Board of Trustees.
 - 2. Criteria to be used in determining eligibility of qualified applicants are:
 - a. Employees who need to complete specific course work as a requirement of employment.

- b. Those who need additional course work to complete a degree, provided the degree is directly related to the employee's assignment.
 - c. Employees requesting courses which will be beneficial to the college's instructional programs.
 3. In the event that a selection must be made among candidates qualifying equally under the above criteria, the following guides will be used:
 - a. Employees who have not previously utilized educational leave.
 - b. Seniority of employees.

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