

3.7.9 Educational Leave

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Approved	
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- I. The Board of Trustees encourages College employees to further their education and training. The first priority of any employee, however, should be the welfare of the students to whom the College has a responsibility. All full-time employees are granted the right to apply for educational leave with pay in accordance with the provisions established in the State Board of Community Colleges Code 1C SBCCC 400.6. The President or a designee is authorized to develop procedures and guidelines for applying these provisions.
- II. The term "educational leave" as defined in these procedures refers to the release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned to the employee. It does not apply to off-duty time used for educational purposes.
- III. Educational leave with pay as described herein is not necessarily a right of the employee or a fringe benefit but may be granted, when in the opinion of the Board of Trustees, the President, and the appropriate Vice President, such leave can be used to improve the employee's ability in the position currently held. The approval of all requests shall be subject to availability of funds and the securing of qualified personnel to cover the job of the individual on leave.
- IV. Blue Ridge Community College recognizes two types of educational leave with pay: extended educational leave, and temporary educational leave. Both shall be described in these procedures.
 - A. Extended Educational Leave refers to the full-time release from duties of a full-time employee to participate in credit course work or another type of educational experience for a period not to exceed one semester per college year. The following are requirements:
 1. The employee is employed full-time on a 9, 10, 11, or 12 month basis;
 2. The employee is under contract to the institution for the next academic year following the most recent use of educational leave and expresses an intention to honor this contract;
 3. An employee who fails to honor the contract stipulated in (b) above shall be required to repay the amount expended for the educational leave in the most recent contract year. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro rata portion (e.g., if an employee works 4 months of a 12 month contract, a repaying of 66.7% of the educational leave would be required);
 4. Educational leave shall not exceed one semester per college year;
 5. Educational leave with pay is not granted any employee more often than once every fourth year;
 6. The extended educational leave experience shall be related to the employee's present position and duties. This requirement may be waived in special circumstances that may benefit the College;
 7. The employee must have the permission of his/her immediate supervisor, Vice President, the President, and the Board of Trustees in order to be granted extended educational leave;
 8. Initial requests for extended educational leave must be submitted in written form to the appropriate supervisor and Vice President at least one academic semester prior to the start of such leave. The request shall spell out approximate beginning and ending dates exclusive of travel or annual leave time and the degree pursuit associated with the leave request;
 9. The employee must provide transcripts reflecting satisfactory (C or better) performance in all registered courses each semester following the initial provision of leave;
 10. Educational leave shall be taken only with advanced approval by the appropriate supervisor or Vice President. Attempts should be made to use educational leave when it will least interfere with the efficient operation of the College;
 11. Educational leave may be taken in units of no less than one day; and
 12. Any unused educational leave may be rescinded by the President and the Board of Trustees if the employee is found to have terminated pursuit of the degree specified in the initial request for educational leave or if the employee fails to meet the satisfactory performance guidelines specified in Subsection 1-i above.
 - B. Temporary Educational Leave refers to the part-time release from duties of a fulltime employee to participate in credit course work or another type of educational experience for a period not to exceed one-half day per week. The following are requirements:
 1. The employee is employed full-time on a 9, 10, 11, or 12 month basis;
 2. The educational leave shall not exceed the equivalent of 1/2 day per week;
 3. The temporary leave experience shall be related to the employee's present position and duties. This requirement may be waived in special circumstances that may benefit the College;
 4. The employee must have the permission of his/her immediate supervisor, Vice President, and the President in order to be granted temporary educational leave;

5. Request for leave must be completed and submitted to the supervisor and Vice President as early as possible prior to the start of such leave. This will allow time to plan coverage of the job of the individual on leave or the rearrangement of scheduled work hours as necessary; and
6. These rules apply to both on-campus and off-campus educational leave experiences, including courses offered by Blue Ridge Community College.