

Educational Leave Policy

Definition: Educational leave is a leave of absence during an employee's regular duties and schedule for the purpose of obtaining training that will enhance said employee's professional or educational enhancement.

Eligibility: Educational leave is available to all full-time non-faculty employees. Each employee must submit the Request for Educational Leave to their immediate supervisor.

Purpose:

Educational leave may be approved for an employee to:

- Remain current in their professional field
- Obtain an Associate's, Bachelor's, Master's, or Doctoral degree
- Obtain special training or refresher trainings on key skills that are needed for their occupation
- Obtain knowledge that will increase the professional capacity of the employee and/or the institution

Educational leave may be granted for the following types of trainings:

- Continuing education courses
- Special trainings offered by an accredited school or college, federal agency, or other recognized professional groups or sponsors

Duration: All full-time employees, with the exception of full-time faculty members, will be afforded the opportunity to adjust their regular work schedule to allow for three hours per week for educational leave per academic year. Efforts must be made to register for classes/trainings outside the employee's regular work schedule. There will be no carry-over for unused hours. In addition, there will not be any pay out for unused hours. Additional courses/trainings may be taken by the employee via internet and during times that are outside of the employee's work schedule.

Approval: The Request for Educational Leave form must be submitted to the employee's immediate supervisor at least two weeks prior to the first day of the training or course. This is to allow the supervisor to make proper arrangements for the absence of the employee, and to consider the workload of the department. The supervisor must provide the employee with a decision on the approval of the request at least one week prior to the first day of the training or course. Supervisors must complete the "Reasons Denied" section of the Request for Educational Leave form in the event the request is not approved. Upon approval, the employee must make arrangements to make up the missed hours of work. The employee must submit a receipt or other form of documentation to show the completed registration for the course/training and to

show completion at the end of the course/training. The form and the supporting documentation will be stored in the employee's personnel file. The hours used for the leave must be reported on the employee's absence report for each month. The hours and a description of the classes/trainings must also be reported on the employee's Professional Development Planner. In coordination with the Professional Development Officer, the classes/trainings will be recorded as part of the employee's professional development plan and evaluation.

Southwest Texas Junior College
Request for Educational Leave

Name of employee: _____ **Date:** _____

Department/title of position: _____

Title of Course/Training: _____

Agency/institution providing the course/training: _____

Brief statement of the purpose for the course/training: _____

Dates and times of the training: _____

NOTE: UPON APPROVAL, DOCUMENTATION MUST BE PROVIDED TO THE IMMEDIATE SUPERVISOR TO DEMONSTRATE THE REGISTRATION FOR THE COURSE/TRAINING. DOCUMENTATION MUST ALSO BE SUBMITTED TO THE IMMEDIATE SUPERVISOR TO SHOW COMPLETION OF THE COURSE/TRAINING AND BE RECORDED IN THE PD PLANNER.

Approval date: _____

Supervisor signature/date: _____

Employee signature/date: _____

Reasons for denial: _____

Denial date: _____

Supervisor signature/date: _____

Employee signature/date: _____