

## Policy 5.17

### Educational Leave with Pay Policy

The term “educational leave” as defined in this regulation refers to the release from duties or time normally required of a full-time employee in carrying out his/her full load of responsibilities assigned. It does not apply to off-duty time used for educational purposes.

State funds may be used to pay salaries of professional employees while on educational leave provided all of the following conditions are met.

- The employee is employed full-time on a nine, ten, eleven, or twelve-month basis.
- The educational leave with pay shall not exceed one semester per fiscal year.
- The chief administrative officer of the College approves the educational leave requested.
- The studies engaged in during such educational leave are directly related to improving the competence of the employee in instructional or administrative duties assigned.
- The employee is under contract to return to the institution the following year and expresses his/her intention to honor this contract. An employee who fails to honor the contract shall be required to repay the amount expended for their educational leave. If the employee fulfills a portion of the contract, repayment shall be based on a pro rata portion. (e.g. If an employee works four months of the twelve-month contract, a repayment of 66.7% of the educational leave would be required.)

Under any conditions other than the above, educational leave as defined above, granted an employee by the trustees, must be without pay from State funds.

### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 11/6/13, 04/24/17

**Board of Trustees Review/Approval Dates:** 11/6/13, 06/06/2017

**Implementation Dates:** *Enter date(s) here*