An employee is eligible for educational leave with pay when the employee meets the following requirements:

A. The employee is employed full-time;

B. The employee has been a full-time College employee for at least three (3) years;

C. Any employee granted educational leave shall be required to complete one (1) year of continued employment with the College, starting from the last day that educational leave is taken. Failure to meet this requirement shall result in the employee being required to exhaust annual leave up to the total amount of educational leave granted. In the event that annual leave is not sufficient to offset the granted educational leave, the employee shall be required to repay the remaining amount of salary and benefits expended for the granted educational leave.

D. Educational leave will not exceed sixty (60) business days during a fiscal year.

E. Approval of educational leave shall be at the sole discretion of the Board of Trustees.

Educational leave shall accrue at a rate of two (2) days per month for a maximum accumulation of sixty (60) days.

REFERENCES

Statutory References	None
Regulatory References	1C SBCCC 400.6
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave ● Procedure 3.2.3.1 - Employee Tuition Exemption Program ● Procedure 3.2.3.2 - Tuition Reimbursement Program ● Procedure 3.2.4.1 - Leave Requests

POLICY HISTORY

January 1, 2025	Adopted.