



## CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

### Human Resources Section *Policy 3.2.7 - Educational Leave*

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.

---

Adopted:	January 1, 2025
Revised:	N/A
Legal Reference:	1C SBCCC 400.6
Cross-Reference:	Procedure 3.2.3.1 - Employee Tuition Exemption Program (referenced by), Procedure 3.2.3.2 - Tuition Reimbursement Program (referenced by), Procedure 3.2.4.1 - Leave Requests (referenced by)