The term “educational leave” 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 further his education.

"Educational Leave With Pay" may be granted to employees of Piedmont Community College upon the recommendation of the appropriate vice president and the approval of the President. Requests for educational leave with pay should be filed at least two months in advance of the starting date of the absence. The employee must submit a written request stating the degree being pursued and the educational institution to be attended. An approved Application for Leave form must also be attached. The employee should check the “Other” section on the Application for Leave Form and specify educational leave with pay in the blank. A response should be expected within two weeks. In addition, the following criteria are applicable.

1. The employee is presently employed full-time on a 9, 10, 11, or 12-month basis.

2. The employee must have a minimum of one complete year of service to Piedmont Community College before he is eligible for educational leave with pay.

3. The employee must be under contract to the College for the next fiscal year or there must be reasonable assurance from the employee's appropriate vice president that the contract of employment will be extended for the coming year.

4. There must be assurance from the appropriate vice president that the duties and responsibilities of the employee are to be adequately carried out during the absence of the employee for the educational leave period.

5. Up to 90 workdays (720 hours) may be made available to an employee within any three-year period for educational leave with pay. The 90 workdays do not have to be consecutive.
6. An employee who fails to honor the contract stipulated in subparagraph 3 of this rule shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a prorated portion (e.g., if an employee works 4 months of a 12-month contract, a repayment of 66.7% of the educational leave would be required).

HISTORY NOTE: Effective February 24, 1976; Revised April 30, 1984, September 9, 1986; October, 2001

LEGAL REFERENCE: NCAC 2D.0103.