EDUCATIONAL LEAVE WITHOUT PAY

The President may grant educational leave without pay for up to 90 workdays (720 hours) within any three-year period upon the recommendation of the appropriate vice president. Requests for educational leave without 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 without pay in the blank. A response should be expected within two weeks.

The President, in consultation with the appropriate vice president, may grant extended educational leave without pay for up to one year. The position cannot be held open or guaranteed upon the employee's return.

HISTORY NOTE: Effective June 27, 1974; Revised February 24, 1976; October, 2001