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1. PURPOSE:

The purpose of this section is to describe the Educational Leave policy.

2. PROCEDURE:

"Educational Leave" refers to an official release from duties or time normally required of full-time employees in carrying out their full load of assigned responsibilities in order to pursue a formal educational program. It does not apply to off-duty time used for educational purposes. State funds may be used to pay salaries of personnel while on educational leave, provided all of the following conditions are met.

1. The employee is employed full-time on a nine-month or more basis.
2. The person has been employed by the institution for a year or more.
3. The leave granted will not be granted for more than 60 work days a calendar year.
4. The studies engaged in are directly related to improving the competence of the employee in his or her assigned duties and are

reflected in the employee's annual

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objectives.

5. The employee must return to employment at Wayne Community College for two years and if the person fails to do so shall be required to repay the amount expended for the educational leave. An employee returning for less than two years will pay a pro-rata portion of the cost.
6. To apply, the applicant must complete the application for educational leave. Educational leave forms are available on line.
7. The president and Board of Trustees must approve all requests.

Full-time employees are granted educational leave at the convenience of the college and subject to the availability of funds. Requests for leave should be submitted to the appropriate vice president at least 90 days prior to the beginning of the requested leave. Employees granted educational leave with pay will be notified as soon thereafter as possible. Upon completion of educational

leave, evidence of accomplishment of the individual's annual objectives must be submitted to the appropriate

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vice president who will evaluate it and report to the president. If objectives are not met, the cost of educational leave to the institution may revert in whole or in part to the employee.