

## **5-16 Educational Leave of Absence**

### **Educational Leave with Pay (1C SBCCC 400.96)**

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 their education. A leave of absence with pay may be granted to full-time faculty and professional staff who have been employed on a full-time basis (9, 10, 11, or 12 month contract) for at least three (3) consecutive years at the college and should not have received any educational leave during the past three (3) previous years.

The professional development activities engaged in while on educational leave with pay must be directly related to improving the competence of the employee in their instructional or administrative duties. Specific educational plans must be developed for the educational leave period. The letter of application should clearly describe the educational plans and how these plans improve the professional competence of the employee. The letter of application must be approved by the appropriate supervisor(s). A failure to carry out the approved activities will result in compensation being withheld.

Participating employees granted educational leave with pay must be willing to serve the college for a two-year period following the leave period and be required to state so in writing. Employees who take such leave and fail to return to the college will be required to repay the amount expended for the educational leave. If the employee fulfills only a portion of the two-year period, they will be required to pay a pro rata portion of the amount the college expended for the educational leave.

The letter of application for educational leave with pay is not guaranteed. The evaluation of the application will involve an analysis of the benefits to be derived by the college and an analysis of how the individual's absence will influence the college's programs. The Board of Trustees may approve, upon recommendation of the President, educational leave for faculty and professional staff who meet the requirements and who can be released from their duties without interrupting the normal functions of the college.

Those who desire educational leave with pay should apply at least 90 days in advance of the time requested to begin the leave period. The time is necessary in order to allow the administrative staff an opportunity to evaluate the application considering the benefits to be derived by College of The Albemarle, the applicant's need for the leave for professional growth and development, and the

determination of whether the absence will interfere with the college's instructional needs.

Educational leave with pay will not exceed one university semester per fiscal year.

### **Educational Leave Without Pay**

The Board of Trustees may grant a year's leave of absence without pay to faculty and professional staff members for educational purposes. The Board cannot guarantee that the position held by the person at the commencement of educational leave will be available at the expiration of educational leave. Priority will be granted to the person if an opening exists which is compatible with the employee's discipline. Every effort will be made, if an opening does not exist, to assist in placement efforts in other institutions.