



College of The Albemarle Policy

Policy Number: 3.2.7

Pages: 1 of 2

Title: Educational Leave

Related Policy and Procedures: Procedure 3.2.7.1 Educational Leave

Division of Responsibility: Human Resources

Educational Leave with Pay

Educational leave refers to the release from duties or time normally required of a full-time employee in carrying out his/her full load of assigned responsibilities for the purpose of pursuing additional educational opportunities. These opportunities shall be related to the employee's current position or enhance the employee's current or future job duties and responsibilities thus benefiting the college. Educational leave will be granted only when the best interests of the college are to be served. An employee may be granted Educational Leave with Pay provided all of the following criteria are fulfilled:

- A. The employee is employed full-time on at least a nine (9)-month basis;
- B. The employee has been a full-time college employee for at least three (3) years;
- C. The employee has not received educational leave during the previous three (3) years;
- D. The employee has submitted the appropriate leave application;
- E. The employee applies for educational leave at least 90 days in advance of the requested leave;
- F. The educational leave is to take courses or complete academic work (e.g. thesis or dissertation) directly related to the employee's current position or enhancing the employee's current or future job duties and responsibilities thus benefiting the college;
- G. The employee pursuing coursework toward an advanced degree must attend a regionally accredited institution. The employee shall provide verification of completion of the course(s) taken (e.g., letters, certificates, transcripts, etc.);
- H. Any employee granted educational leave shall complete a promissory note and contract for the full amount of salary and benefits. The contract shall include a provision that the employee will remain employed by the College for at least two years after the educational leave ends;
- I. An employee who fails to honor the contract shall be required to repay the full amount of salary and benefits expended for the educational leave. If the employee fulfills a portion of the contract but does not work the entire year after the educational leave,



College of The Albemarle Policy

Policy Number: 3.2.7

Pages: 2 of 2

the employee shall be required to repay a pro-rata portion of the salary and benefits expended by the College for the educational leave.

- J. Educational leave will not exceed a period of one academic semester (up to 16 consecutive weeks) during a fiscal year.

- K. Requests which do not meet the criteria for educational leave with pay may be addressed in Policy 3.2.17 Leave Without Pay

The president is to develop procedures to implement this Policy.

Legal Reference: 1C SBCCC 400.6

June 13, 2023

March 18, 2026

N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision