



College of The Albemarle Procedure

Procedure Number: 3.2.7.1

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Title: Educational Leave

Related Policy: Policy 3.2.7 Educational Leave; Policy 3.2.17 Leave Without Pay

Division of Responsibility: Human Resources

An employee may be granted Educational Leave with pay ("leave") provided all of the following conditions are met:

1. The employee has submitted the appropriate educational leave application at least 90 days in advance of the requested leave to their immediate supervisor. Requests for leave must be submitted in a timely manner for planning purposes, preferably during the budgeting process or at least 90-days prior to the leave request.
2. The employee is employed full-time on at least a nine (9) month basis and has been employed by the College for a minimum of three (3) years.
3. The employee has not received educational leave during the previous three (3) years.
4. The employee is in good standing at the College.
5. The leave request does not exceed a period of one academic semester (up to 16 consecutive weeks) during a year.
6. The employee is under contract (full-time) to return to the College the full two years following the leave.
7. The educational leave is to return to industry for additional training or 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.
8. Coursework towards an advanced degree must be completed at an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education.
9. The College's needs must take priority over any employee's requested work schedule adjustments. Depending on the employee's request and any supervisory recommendations, the College may impose additional conditions as needed and based on the situation.
10. Requests for leave are considered on a first-come, first-served basis. Multiple requests in the same department are considered individually based on impact to the work area. Prior to the leave being granted, the appropriate vice president or senior Administrator must ensure the employee's duties and responsibilities are to be adequately performed during the employee's absence.
11. The 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;
12. An employee who fails to honor the contract and does not return to work after the leave 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 leave, the employee shall be required to repay a pro-rata portion of the salary and benefits expended by the College for the leave.



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13. Employees may be considered for additional leave after completing three (3) consecutive years of employment subsequent to the completion of the prior leave.
14. Employees shall provide verification of completion of course(s) taken (e.g., letters, certificates, transcripts, etc.).
15. Requests which do not meet the criteria for leave may be addressed in Policy 3.2.17 Leave Without Pay.

Eligibility for educational leave does not guarantee approval of a request.

Leave must be approved in the following order: the immediate supervisor, academic dean (if applicable), vice president or senior administrator, and president. If the president approves, the president will make a recommendation for approval at the next scheduled Board of Trustees meeting.

Legal Reference: 1C SBCCC400.6

June 13, 2023	February 16, 2026	N/A
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Date Approved by President's Leadership Team	Date of Last Review	Date of Last Revision