5.4.1 Educational Leave

Last Revised: February 2021

Policy: Piedmont Community College (PCC) may grant Educational Leave with or without pay for full-time employees for educational activities directly related to improving their regular duties for the benefit of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines and procedures for employees requesting leave to further their education.

Definition

Educational leave—the release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned to further his education.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction; the Vice President, Student Development; and the Vice-President, Administrative Services/CFO have monitoring authority for this policy.

Procedure:

Section 1: Educational Leave with Pay

1.1. Educational Leave with Pay may be granted to full-time employees of Piedmont Community College upon the recommendation of the appropriate supervisor and vice president, and the approval of the President.

1.2. Requests for educational leave with pay must be filed at least two months in advance of the starting date of the absence.

1.3. The employee must submit a memorandum stating the educational plan, the educational institution that he or she will attend, and how the educational opportunity will benefit the College.

1.4. Once the memorandum has been approved by the president, the employee should complete an Application for Leave form and check the "Educational Leave" section and circle "Educational Leave with Pay." In addition, the following criteria are applicable:

1.4.1. The employee is presently employed full-time on a 9-, 10-, 11-, or 12-month basis.

1.4.2. The employee must have completed a minimum of five years of service to Piedmont Community College before being eligible for educational leave with pay.

1.4.3. The employee must be under contract to the College for the next fiscal and/or academic year or there must be reasonable assurance from the employee's appropriate vice president that the contract of employment will be extended for the next fiscal and/or academic year.

1.4.3.1. An employee who fails to honor the contract shall be required to repay the amount expended for the educational leave.

1.4.3.2. If the employee fulfills a portion of the contract before failing to honor the full contract, repayment shall be based on a prorated portion (e.g., if an employee works 4 months of a 12-month contract, a repayment of 66.7% of the educational leave would be required).

1.4.3.3. If the contract is not renewed due to a Reduction in Force, the employee is not obligated to repay the amount.

1.4.3.4. The President may abrogate the repayment clause for reasons judged to be appropriate (e.g. severe illness or disability, death).

1.4.4. There must be assurance from the appropriate vice president that the duties and responsibilities of the employee are to be adequately carried out during the absence of the employee for the educational leave period.

1.4.5. Educational leave shall not exceed one PCC semester per fiscal year.

1.4.6. If seeking a degree, the educational institution the employee plans to attend must be accredited by one of the regional accrediting bodies recognized by the U. S. Department of Education.

1.4.7. The employee must submit to the Office of Human Resources an official grade report/transcript of courses taken and grades earned within 60 days of the employee's completion of the leave.

Section 2: Educational Leave without Pay

2.1. Educational Leave without Pay may be granted to full-time employees of PCC upon the recommendation of the appropriate supervisor and vice president, and the approval of the President.

2.2. Educational leave may not exceed one PCC semester per fiscal year.

2.3. Requests for educational leave without pay should be filed at least two months in advance of the starting date of the absence.

2.4. The employee must submit a memorandum stating the educational plan and the educational institution that he or she will attend.

2.5. Once the memorandum has been approved by the president, the employee should complete an Application for Leave form and check the "Educational Leave" section and check "Without Pay."

2.6. The President, in consultation with the appropriate vice president, may grant extended educational leave without pay for up to one year.

2.6.1. In this instance, the position cannot be held open or guaranteed upon the employee's return.

Legal Citation: 1C SBCCC 400.6

History: Effective June 1974, Revised February 1976, April 1984, September 1986, October, 2001, July 2016, March 2021