

Title: Educational Leave for Twelve (12) Month Employees

- Initial Action: 9-19-77
- Board Resolution: 77-065, 20-019
- Last Revised
 - Policy: February 2020
 - Procedure:
- Last Reviewed: February 2020
- Effective: February 27, 2020
- Next Review: February 2023
- Responsibility: Executive Director of Human Resources

Policy:

Cecil College values employee development as an important element of its educational mission. This policy provides an opportunity for up to five (5) days of educational leave per fiscal year, July 1 - June 30, to eligible full-time 12-month faculty, administrative and classified staff. After completion of one year of full-time service, full-time 12-month faculty, administrative, and classified staff are eligible to use educational leave.

Procedure:

Eligible employees who are enrolled in classes or certification programs at an accredited institution may use educational leave. Employees who are not signed up for tuition waiver or tuition reimbursement may be asked to provide proof of enrollment. Educational leave may be used to support an employee's need to prepare for examinations or certifications and/or prepare written assignments during enrollment at an accredited institution.

At least fourteen days (14) days prior to an employee wanting to use educational leave, employees must receive advanced written approval from their immediate supervisor and/or designee. The request for leave and written approval must include how the educational leave will be used. Supervisors will approve or deny leave. A supervisor may deny the use of educational leave based on the scheduling requirements of the department and division.

If the educational leave is approved, employees will submit educational and annual leave in the same hour's increment. Educational leave days are not accrued and do not count toward a leave balance. Employees must have an annual leave balance of the same number of hours as the requested and approved educational leave. Personal leave and sick leave may not be substituted for annual leave when requesting educational leave.

The below are two examples of how educational leave may be used. Additional questions should be directed to Human Resources.

Example #1: An employee who submits 7.5 hours (1 day of work) of educational leave must submit 7.5 hours (1 day of work) of annual leave. Employees must take the educational leave and

annual leave consecutively. In this this example, an employee that uses educational leave on a Monday must use their annual leave on a Tuesday. An employee may choose to use educational leave in this manner if writing a paper, or studying for an exam on one day, then taking the exam the next day.

Example #2: An employee who submits 3.75 hours of educational leave must submit 3.75 hours of annual leave. Employees must take the educational leave and annual leave consecutively. In this example, an employee who uses 3.75 hours (1/2 day) of educational leave on Monday, must take 3.75 hours (1/2) of annual leave on the same Monday. An employee may choose to use educational leave in this manner if writing a paper or taking an exam or certification and expect to be out of the office for one (1) day.