

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES EDUCATIONAL LEAVE	Policy 3.2.7
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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 furthering the employee's education. State funds may be used to pay employee salaries while they are on educational leave if the following criteria are fulfilled:

- A. The employee is employed full-time on a nine (9), ten (10), eleven (11), or twelve (12) month basis;
- B. The employee has been a full-time College employee for at least three (3) years;
- C. Any employee granted educational leave shall complete a promissory note and contract for the full amount of salary and benefits. The contract will include a provision that the employee will remain employed by the College for at least three years after the educational leave ends;
- D. 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, the employee shall be required to repay a pro-rata portion of the salary and benefits expended by the College for the educational leave.
- E. Educational leave will not exceed a period of one (1) semester during a fiscal year;

The President is hereby authorized to develop procedures to implement this Policy.

Adopted: 04-03-2017
 Legal Citation: 1C SBCCC 400.96