

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Educational Leave**

**DATE: August 24, 1996**

**NUMBER: 2.37**

**REVISION(S):**

**Rationale**

The Board of Trustees places emphasis on a highly qualified staff and on strong teaching skills and up-to-date knowledge. It also recognizes that the strengthening of academic credentials bolsters and credence to the institution. Therefore, it will consider requests for extended educational leave of absence without pay from faculty and staff, with a guarantee of employment upon return under certain conditions.

**Definition of Extended Educational Leave**

An extended educational leave is one that lasts for more than one month of regular work time and no more than twelve months for the purpose of pursuing an approved plan of study to strengthen job-related skills and academic credentials.

**Policy**

The Board will consider granting requests for extended educational leaves if the following conditions are met:

1. The courses or programs to be studied during the proposed leave are relevant and appropriate to and supportive of the work responsibilities of the employee, as evidenced in a plan of study submitted to the President.
2. The plan of study has the approval at the appropriate administrative level.
3. Both the supervising administrator and the employee have provided an explanation of how the proposed plan of study and educational leave will;
  - A. Help the employee meet SBHE or NCA requirements.
  - B. Strengthen the employee's fulfillment of job duties.
  - C. Strengthen the College.
4. The employee and administrator must submit a plan detailing how the job responsibilities of the employee proposing the leave will be covered during the absence, without diminishing institutional programs and services, jeopardizing the institution's accomplishments of goals or objectives, and hindering students accomplishments of academic goals.

5. The employee agrees, if the educational leave is approved, to return to the institution for a period of no less than the time granted by the leave.
6. The employee understands that a position with the same or more pay is guaranteed upon return from the leave, but not necessarily the position vacated during the leave.
7. The employee understands that, during the leave, the institution will continue to pay the College share of health insurance benefits. Retirement benefits will not be paid.
8. No educational leave will be considered for more than one academic year.
9. The Board of Trustees reserves the right of final approval.

**Requests for Brief Educational Leaves**

The Board of Trustees delegates to the President the authority to grant educational leaves without pay for periods of less than one month. Otherwise, the same guidelines as those for extended educational leave shall apply.

AUTHENTICATION (Signature):		COPP
_____	11/26/96	
President	(Date)	2.37