

How to Apply for Educational Leave

Educational Leave with Pay (only available to permanent full time for paid leave)

1. Requests for educational leave must be submitted in writing to the supervisor or other designated official in the department in enough time to accommodate supervisory review and administrative processing for personnel, payroll, and benefits actions to take place.
2. If management approves educational leave with pay, it shall not be charged to the employee's accrued leave and shall be recorded as "Educational Leave" and approved by management in the payroll system of record

Extended Educational Leave Requirements

1. An agency wishing to initiate a program for a number of employees to participate in a degree or certificate program must also utilize Extended Educational Leave.
2. Under Extended Educational Leave, the State may provide leave with pay or leave without pay for certain types of academic courses as outlined below:
 - a. Educational Leave Without Pay – Extended educational leave without pay may be granted in accordance with the normal leave policy as outlined in the Leave Without Pay Policy located in Section 5 of the State Human Resources Manual.
 - b. Educational Leave with Pay – Extended educational leave with pay shall be granted when an agency/university has requested an employee to pursue additional educational opportunities. Educational leave with pay may be granted when an employee has requested to pursue additional educational opportunities and these opportunities are related to the employee's current position or enhance the employee's current or future job duties and responsibilities thus benefiting the agency/university. In other situations, employees may be allowed to utilize accrued paid leave, upon managerial approval



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Educational leave without Pay

1. Leave without pay may be granted for illness, education purposes, vacation, or for any other reasons deemed justified by the agency head. Special provisions for leave without pay for military, family and medical, and workers' compensation are covered in these respective policies in this Section of the Personnel Manual. Parental leave without pay for employees not eligible for FMLA leave is covered at the end of this policy.



Leave Without Pay
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