

# Palm Beach State College

# Board Policy

<b>TITLE</b>	Educational Leave for Non-Faculty Employees	<b>NUMBER</b> 6Hx-18-5.371
<b>LEGAL AUTHORITY</b>	1001.64 FS, 1001.65 FS	<b>PAGE</b> 1 of 2
<b>DATE ADOPTED/AMENDED</b>	Adopted 6/19/2001; Amended 5/12/2009	

1. Educational leave may be granted to no more than one full-time non-faculty employee at a time and no employee may be granted educational leave for more than one calendar year (Fall, Spring and Summer). Supervisors must initiate the process by providing detailed information regarding the benefit to the College by the employee obtaining a degree.
2. The leave will be a full leave of absence at 50% of the employee's annual salary. The amount typically paid by the College for employee's health and dental insurance, life insurance and long-term disability will continue to be paid by the College. Any premium or benefit which is deducted through payroll may be continued; however the employee will be responsible for the deductions. Annual and sick leave will not accrue during the employee's absence.
3. Funding for the employee's salary while on educational leave will be paid from Staff and Program Development (S&PD) funds. Approval for educational leave will be granted in the Spring to begin the following Fall.
4. The President or designee will appoint an Educational Leave Committee. Any action or recommendation of the Committee will be advisory to the President.
5. In order to be eligible, a nominated employee should be within one year of completing a degree and have completed seven years of continuous full-time employment. A full-time course schedule (at least 12 hours) per semester must be maintained while on educational leave. The educational institution attended must be accredited by one of the seven regional accrediting organizations.
6. Application Process:  
The application must be submitted to the Vice President of Academic Affairs by March 1, and must include the following:
  - (1) Detailed report of the benefit to the College.
  - (2) Synopsis of educational plans or career path.
  - (3) Degree audit from an advisor at the institution the employee will be attending.

7. Upon completion of educational leave:

The employee must submit to the Vice President of Academic Affairs, or designee, a report of the work accomplished, credits earned and degree awarded during the leave. The supervisor must submit objectives and goals to be followed as a result of the employee's completion of the degree. These reports must be submitted within 45 days after completion of the educational leave.

8. An employee granted educational leave must return to Palm Beach State College for three years of service following such leave, or will be required to repay to the College any salary earned while on leave. Repayment will be prorated based on amount of time worked after completion of leave and will be determined by the time the employee was away from the College:

Employees granted three semesters:

<b>Time completed</b>	<b>Amount of repayment</b>
Less than 1 year	100%
1-2 years	75%
2-3 years	50%

Employees granted two semesters:

<b>Time completed</b>	<b>Amount of repayment</b>
Less than 1 year	100%
1-2 years	50%

Employees granted one semester:

<b>Time completed</b>	<b>Amount of repayment</b>
Less than 1 year	100%

Extenuating circumstances will be reviewed individually by the President or designee.

9. Should the employee not be able to proceed or continue with the plans for which the leave was awarded, the employee must notify the supervisor.