

DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

EDUCATIONAL LEAVE

POLICY 3.2.7

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. Education leave may not be used for practical work-experience or informal study.

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 six (6) 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 one year 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: November, 2019

[Legal Reference: 1C SBCCC 400.6](#)