

EDUCATIONAL LEAVE**SECTION 4.13****Effective Date: October 15, 2015****Approved By: Governing Board** 

It is the policy of the Governing Board to encourage employees with their career development plans and to assist employees in their efforts to improve their job related skills.

Therefore, the Executive Director may grant, at his discretion, time off with pay to an employee to pursue academic goals relating to his/her position by taking a course at a recognized school. Such paid released time shall not exceed 8 hours per week.

Unless program funding has been reduced, the agency guarantees re-employment to the employee at his/her immediate past salary. However, the agency cannot guarantee that the employee's previous position will be available upon termination of the educational leave.

RESPONSIBILITIES:

The Executive Director shall be responsible for approving time off without pay requested by employees to attend courses related to the employee's position with the agency.