

Policy 3.2.7 Human Resources: Educational Leave

**TRI-COUNTY
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. Employees may use vacation leave for 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 three (3) years;
- C. Educational leave will not exceed a period of one (1) semester during a fiscal year; nor will it exceed the employee's available vacation leave.

The President is hereby authorized to develop procedures to implement this policy.

Adopted: 5/24/18 BOT

Legal Reference: 1C SBCCC 400.96