



Personnel Policy

Educational Leave

Control Number

HR039

Policy Date

06/05/06

Revision Date

01/03/22

Purpose

To establish policy for work time while participating in educational opportunities

Scope

All regular, full time employees and budgeted thirty-two (32) hour employees

Policy Statements

Employees may be granted time away from work with pay, during normal working hours to participate in educational and training opportunities, as needed or required by the department or position.

Education/Training

The educational or training opportunity must be related to the employee's position or deemed necessary by the Department Head. Training may include, but not limited to, refresher courses, academic or commercial courses, seminars, workshops or certification programs.

The Supervisor and/or Department Head, with the approval of the County Manager as necessary, must approve the training.

All educational/training opportunities are subject to availability of funds.

Work Time

Time spent for the approved educational/training opportunity will be considered "time worked" and may not exceed actual instructional time, in addition to a reasonable amount of time for travel to and from the location

Reference

Replaces: Personnel Policy dated, June 5, 2006, Article VI, Leaves of Absence, Section 13, Educational Leave