

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

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MEMORANDUM
NUMBER 2-103

31 July 2009

EDUCATION LEAVE POLICY

1. PURPOSE

The Citadel is committed to the professional development of its employees. It supports improving the skills and abilities of employees to better perform their current job duties and develop employees for future opportunities. This Memorandum sets forth the policy for educational leave to provide employees the opportunity to further their education and their opportunities for advancement within The Citadel, pursuant to regulations of the South Carolina Office of Human Resources. These regulations do not affect sabbatical Leave for teaching personnel and officials of academic rank

2. REFERENCE

S.C. Regulations, 19-716

3. POLICY

A. Employees in permanent positions at The Citadel are eligible to request educational leave regardless of race, color, religion, sex, age national origin, handicap or veteran status.

B. Procedure

1) Time Off for Educational Purposes – Adjust Work Week

Employees are encouraged to schedule classes during off-duty hours, whenever possible. When a desired class cannot be scheduled during off-duty hours, The Citadel may elect to adjust the employee's work schedule, if doing so does not interfere with normal efficient operations of The Citadel or the employee's

department. (Example – The Citadel, whose normal workday is 8:00 a.m. to 5:00 p.m., may allow the employee to work 9:30 a.m. to 6:30 p.m. so the employee can meet an 8:00 a.m. class). When a desired class cannot be scheduled during off-duty hours, and is not feasible to adjust the work scheduled in this way, full-time employees in permanent positions may be allowed to take annual leave or may be granted leave without pay in order to attend classes.

2) Class Load

It is recommended employees take no more than one class during the work day; however, with advance approval of the department head or authorized supervisor, employees may be allowed to take two classes provided time is made up or charged to leave

3) Using Leave

When a desired class cannot be scheduled during off-duty hours, and it is not feasible to adjust work schedules, a fulltime employee in a permanent position may be allowed, with the approval of the department head or authorized supervisor, to take Annual Leave or may be granted authorized Leave Without Pay in order to attend class.

4) Leave Without Pay for Educational Purposes

a. Any fulltime employee who has satisfactorily completed at least one year of continuous employment during the current period of employment with The Citadel is eligible to apply for Educational Leave Without Pay.

b. An employee must apply by submitting a letter of request, which indicates the purpose and inclusive dates of Leave Without Pay through the appropriate channels. Approval may be authorized for Educational Leave Without Pay provided it is deemed advantageous and of benefit to the college as well as to the employee, and provided doing so does not interfere with the normal and/or efficient operation of the department.

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4. COMPLIANCE

Failure to comply with this policy may result in disciplinary action.

5. NOTES

A. Dates of official enactment and amendments:

Approved by Director of Citadel Staff on 31 July 2009

B. Responsible Department:

Human Resources

C. Responsible Official:

Training Manager

D. Cross References

None

6. RESCISSION

Human Resource Policy "Education Leave" is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, US Army, Retired
Director of The Citadel Staff

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