



Policy Directory

Responsible Division: Finance and Administrative Services

Responsible Office: Human Resources

Issue/Revision Date: 12/01/2017

Educational Leave

Policy:

Educational leave may be granted for up to 12 months and must lead to increased ability/capacity to perform at the University. The policy of the University is to encourage the pursuit of higher education. For that purpose, leaves are granted for one (1) school year or less. Requests for this type of leave of absence must be submitted through the department head and unit Vice President to the Office of Human Resources. Commitments to a program of education will not be made until approval has been received from the President/IEO. Such leaves are without pay.