

# JACKSONVILLE STATE UNIVERSITY

## Manual of Policies and Procedures

**POLICY NUMBER:** I:03:03

**DATE:** May 2006

**REVISION/REVIEW DATES:** Aug 2011

**SUBJECT:** Educational Leave

**APPROVED:** William A. Meehan, President

### PURPOSE

This program is intended to provide opportunities for faculty and administrative and professional staff to pursue completion of a terminal degree. The leave program is intended to assist in the expense of tuition and fees incurred for that quest. Educational leave authorizations are awarded on a case by case basis.

### POLICY

This program is available to full-time, regular faculty members holding academic rank and staff members employed in administrative or professional positions who have been employed with JSU for at least one year. The university's Educational Leave Program provides for faculty and staff members to receive up to a twelve (12) month stipend of \$1,500 a month plus university paid routine fringe benefits that include but are not limited to health insurance, teachers' retirement and the appropriate percentage match of eligible tax deferred annuities, if applicable while enrolled in a full-time approved course of study. The employee continues to pay ordinary premiums and does not accrue annual or sick leave.

### PROCEDURES

Applications must clearly describe the educational program to be pursued, as well as the benefit to the university and be approved by the appropriate Department Head, Dean or Director, Vice President, and President. All employees awarded educational leave will be required to return to the university's employment for a period of time equal

to that of the educational leave authorized. Failure to maintain satisfactory progress, submit required documentation, or failure to work a period of time equivalent to the period of educational leave, will result in the employee being liable to JSU for the full amount of the award paid to or on the behalf of the employee during the leave period.

When the President has approved the educational leave, Human Resources should receive a copy of the approval notice. Any faculty or staff personnel awarded educational leave should provide the appropriate vice-president with a brief description of the accomplishments during the leave period in accordance with the outlined program of study in the application. Official transcripts of grades and any other official verification of course work completion is required to be submitted. The faculty or staff personnel will be responsible for providing proof of enrollment, transcripts of grades and other proof of satisfactory progress for each term of leave. These documents are required to be submitted within thirty (30) days upon completion of academic term. At the completion of the educational leave, the returning employee must notify HR to confirm his/her return.

### **RESPONSIBILITY**

The Vice President for Finance and Administration is responsible for this policy.

### **EVALUATION**

The University Council policy will be reviewed every five (5) years.

