

**PPM #37**

**Policy Name:** *Educational Leave and Tuition Reimbursement*

**Effective Date:** *May 21, 1998*

**Revision Date:** *December 1, 2011; February 14, 2018*

**Authorization:**

  
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*Bill Cody, Deputy Secretary*

## **PHILOSOPHY**

It is the expressed goal of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to ensure an opportunity for continuing education to all employees as appropriate and/or required in the fulfillment of job duties and responsibilities.

Civil Service Rule 11.24 outlines the provisions relative to educational leave and tuition reimbursement as follows:

- (a) Leave without pay for educational purposes may be granted an employee for a period equivalent to the period of attendance at the educational institution.
- (b) Educational leave with pay may be granted an employee for a maximum of thirty calendar days in one calendar year if the course of instruction to be taken is pertinent to the work of the employee in his Department, provided that a permanent employee may be granted such leave for a maximum of ninety calendar days in one calendar year if the Department requires him to take special training.
- (c) Employees granted educational leave without pay may be granted a stipend if there are funds available for that purpose.

## **APPLICABILITY**

This policy applies such that educational leave will be considered for any employee making a request who meets the following qualifications: (1) attainment of permanent status; (2) one year of employment with the department following attainment of permanent status; and (3) a satisfactory performance rating.

NOTE: Workshops, seminars, conferences, and CPTP classes may be taken during the workday without the use of annual or educational leave, when applicable to an employee's job and upon approval. The educational leave policy is applicable when an employee is requesting attendance to an institution of higher learning.

## POLICY

Approval of requests are subject to Civil Service Rules, available funds, and an adequate workforce within each agency. Attainment of an overall score of C is required for reimbursement. Reimbursement includes **tuition only** and does not include books, transportation, parking, or other miscellaneous costs.

Given that tuition fees vary by university, each agency is advised to consider all the circumstances of individual requests. If the requested tuition is substantially higher than the same course being offered elsewhere, it may be appropriate to suggest taking the course at a different university. If the course is only available at the institution with the higher tuition, or other valid circumstances exist, it is also appropriate to establish an average reimbursement amount using the fee schedules of other universities in the area for comparison (downloaded from the university web sites).

To apply for educational leave, submit a letter of request or “Educational Leave Reimbursement Request” form to the immediate supervisor outlining: (1) the nature of the education requested; (2) expected duration and time away from work; (3) whether the requested leave will be “leave without pay” or “educational leave (with pay)”; (4) justification showing how the course relates to work; and (5) the potential benefits expected to be gained from the education for both the department and the employee. The supervisor will make a determination of eligibility and a recommendation. The Deputy Secretary of the Department of Culture, Recreation and Tourism will make a final determination and the Assistant Secretary will forward the decision to the employee. The employee must submit the approval document along with proof of a final grade of C or higher before a reimbursement can be processed.

NOTE: An employee is only eligible for leave with pay or tuition reimbursement. An employee receiving financial aid or grants from any government source or educational institution is ineligible for CRT reimbursement.

*Summary of Changes: Added policy number, added OLG as being included in policy, reorganized content, incorporated HR Memo #03-088 (December 1, 2011).*