

Educational Leave With Pay

Number: F-7

Revision:

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1.0 POLICY

In certain cases, the Town of Carolina Beach may grant Educational Leave with Pay to an employee to attend a course of instruction that the Town has determined will substantially enhance the employee's ability to perform his job. An example of Educational Leave with Pay would be when an employee attends a week-long training session at the School of Government in Chapel Hill, NC.

2.0 PURPOSE

The Town of Carolina Beach recognizes that a knowledgeable, skilled work force provides more effective services for the citizens. The Town therefore supports the continuing educational development of employees to enhance knowledge and to maintain a current level of skills. The Town recognizes the employee may occasionally need to attend employee development programs outside the Town and provides this paid leave of absence to do so. In the spirit of stewardship, a core value, the Town expects whenever possible, this employee development be obtained locally.

3.0 SCOPE

This policy applies to all benefit-eligible employees.

4.0 DEFINITIONS

- 4.1 **Training Program** - A program of instruction for the purpose of increasing the job knowledge or skills of an employee. Normally, this definition would not extend to professional meetings or conferences.
- 4.2 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.

5.0 ORGANIZATIONAL RULES

- 5.1 When the Town Manager or his designee determines that a training program is of sufficient educational merit to warrant sending an employee, the Town may pay the employee's salary, travel expenses, tuition and/or registration fees for the course.
- 5.2 Any Town-paid expenses must be approved in advance by the Town Manager or his designee, through the normal departmental Purchase Order process.
- 5.3 Educational Leave will normally not be granted for courses of instruction at local institutions of higher learning where the employee could normally attend on his own time. See **Policy on Tuition Assistance Program**.

6.0 PROCEDURES

- 6.1 A benefit-eligible employee who has been authorized to be out of the Town on Educational Leave with Pay must complete a Leave Request Form for the work hours he expects to be absent from work prior to departure and give to his supervisor. The employee must also give the supervisor a copy of the training program registration form he completed when registering for the program.

- 6.2 Upon return to work, the employee is responsible for ensuring his leave records are updated or corrected.
- 6.3 The supervisor is responsible for ensuring the Leave Request Form is properly completed, the appropriate signatures are obtained and the form is given to the appropriate departmental timekeeper for processing and record keeping purposes.

7.0 APPENDIX, APPENDICES

Leave Request Form