

Shelby County Board of Education

4021

Issued Date: 08/26/10

Revised: 05/28/13, 07/01/13

EDUCATIONAL LEAVE

I. PURPOSE

To allow employees time off from work to pursue educational studies related to their work.

II. SCOPE

This policy applies to all full-time permanent employees who have a minimum of three (3) years of employment with the Shelby County Schools and are not otherwise covered by a Memorandum of Understanding (MOU).

As a result of the consolidation of the school districts, length of service used to determine eligibility of any Memphis City Schools (MCS) employee who transfers and/or accepts a position for employment with SCS, shall be based on combined continuous employment with both districts.

III. POLICY STATEMENT

At the discretion of the District, unpaid leaves may be granted to allow eligible employees time to pursue educational studies that will directly benefit the District. The leave shall not exceed one (1) year and will carry no increment privileges nor fringe benefits except that the employee has the option to continue insurance coverage at full cost to the employee.

At the expiration of the educational leave, the employee will be returned to the position vacated provided such position has not been affected by a reduction in force and shall resume any fringe benefits and tenure status, to which he/she had been entitled.

An employee who has been granted an educational leave shall be considered as having resigned without notice and shall be terminated from employment by the Board if, while on such leave of absence, he/she engages in or applies for other employment without the consent of the Superintendent or designee.

IV. RESPONSIBILITY

A. It is the employee's responsibility to comply with the provisions of this policy when requesting an educational leave and notify the office responsible for employee benefits if he/she wishes to continue insurance coverage during the leave of absence.

B. The office responsible for human resources is responsible for ensuring compliance with the provisions of this policy.

C. Any questions concerning this policy should be addressed to the responsible for human resources.

D. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

1. T.C.A. 49-5-702
2. T.C.A 49-5-704
3. T.C.A.49-5-713
4. T.C.A. 49-5-703

Cross References:

Issued Date: 08/25/15

EDUCATIONAL LEAVE

Educational leave without pay may be granted to eligible full-time permanent employees enrolled in an accredited post-secondary institution and/or District-approved educational program.

A written request for educational leave of absence must be submitted by the employee in advance of the effective date of leave. Such requests must be submitted no less than thirty (30) work days prior to the effective date of leave; and must include at minimum the expected duration of the leave and program information.

Approved educational leaves may be authorized for a period of up to one (1) year within a rolling four (4) year period (the period is measured backward from the first date an employee uses any educational leave).