

NUMBER: HR 1.21
SECTION: Human Resources
SUBJECT: Educational Leave
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Policy for: All Campuses
Procedure for: All Campuses
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I. Policy

- A. This document sets forth the policy for educational leave to provide employees the opportunity to further their educations and their opportunities for advancement within the University of South Carolina, pursuant to regulations of the South Carolina Office of Human Resources. These regulations do not affect sabbatical leave for teaching personnel and officials of academic rank.
- B. Permanent employees of the University of South Carolina are eligible to request educational leave regardless of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

II. Procedure

A. Adjusting Work Schedule

Employees are asked to schedule classes during off-duty hours whenever possible; however, when a desired class cannot be scheduled during off-duty hours, the department

may elect to adjust the employee's work schedule provided doing so will not interfere with the normal and/or efficient operation of the department. For example, during the 8:30 a.m. - 5:00 p.m. schedule, the department may allow an employee to work 9:30 a.m. until 6:00 p.m. so that the employee may meet an 8:00 a.m. class.

B. Class Load

It is recommended that employees take no more than one class during the work day; however, with the advance approval of the department head, employees may be allowed to take two classes provided the time is made up or charged to leave.

C. Using Leave

When a desired class cannot be scheduled during off-duty hours and it is not feasible to adjust work schedules, permanent full-time employees may be allowed, with the approval of the department head, to take Annual Leave or may be granted authorized Leave Without Pay in order to attend class.

D. Leave Without Pay for Educational Purposes

1. Any full-time employee who has satisfactorily completed at least one year of continuous employment during the current period of employment with the University is eligible to apply for Educational Leave Without Pay. Requests of Leave Without Pay for educational purposes must be approved by the department head, in accordance with University Policy HR 1.12 Leave Without Pay .
2. An employee must apply by submitting a letter of request, which indicates the purpose and inclusive dates of Leave Without Pay, through the appropriate channels. Approval may be authorized for Educational Leave Without Pay provided it is deemed advantageous and of benefit to the University as well as to the employee, and provided doing so will not interfere with the normal and/or efficient operation of the department.

III. Reason for Revision

This policy revision updates the disclaimer language and the University's equal opportunity statement.