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GENERAL ADMINISTRATION
EMPLOYEE

045 LEAVE

045.11 Educational Leave

045.11.1 Purpose

The purpose of this policy is to provide eligible employees of the Health Care Authority (HCA) the opportunity to pursue, both during and outside work hours, education that is related to their current jobs or a career series in the HCA and is of direct or potential value to the HCA. This policy does not apply to courses taken for licensure or certification. Classes taken for licensure or certification are subject to division policies and, if applicable, division reimbursement.

045.11.2 Definitions

A. "Eligible Employee" means a person in a position in the classified service with at least one year of continuous service with HCA and not on a performance development plan. Temporary, emergency and probationary employees are not eligible for educational leave.

B. "Classified Service" means all position in the executive branch of state government which are not exempt by law.

045.11.3 Educational Leave Policy

A. Classes must be taken for credit from accredited institutions and are limited to providing knowledge or skills which cannot be obtained through available in-house training.

B. Educational leave does not apply to situations in which employees are assigned to attend workshops, seminars, conferences or meetings by their supervisors; such training is considered work time.

C. Educational leave may be requested as part-time administrative leave with pay or full-time educational leave without pay (see HCA Leave Without Pay policy). Part-time educational leave with pay during work hours may be requested for up to a maximum of 7 hours per week (inclusive of travel time), per semester.

D. Educational leave is a privilege that may be denied at the sole discretion of management for valid reasons including but not limited to operational needs, workload, and employee performance.

045.11.4 Educational Leave Scheduling

A. An employee's supervisor must ensure workload coverage at all times. The

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supervisor may consider the use of workload redistribution or a flexible work schedule to ensure coverage. In the last case, the Alternative Work Schedules Policy, 046.4, must be followed.

B. If a class is offered at more than one time, workload coverage is the prime consideration in approving the requested time.

C. Educational leave is not granted for class attendance or travel during non-work hours.

D. Educational leave is not granted for study time or research.

E. Educational leave is approved for one semester/term at a time.

045.11.5 Processing an Educational Leave Request

A. Employees must (1) complete the Office of Human Resource's (OHR) Request for Educational Leave form located on the HCA's intranet or from OHR, and (2) submit this form to their immediate supervisor for approval at least four weeks before the first day of the class.

B. If the course requested is in an area outside the employee's current job assignment, the employee must document in writing that the program, degree, or diploma is relevant to a job in the department and is of direct or potential value to the department.

C. The immediate supervisor ensures that the requested activity and the employee are eligible for this benefit, that time frames are met, and that information requested from the employee on the Educational Leave Request form is complete and accurate. The supervisor then completes the appropriate section of the form indicating their approval and verification that policy requirements have been met and submits it to the next higher level of authority, e.g., county director, bureau chief, or equivalent for approval.

D. The next higher level of authority, e.g., county director, bureau chief, or equivalent, reviews the form, and completes the appropriate section of the form indicating their approval.

E. The form is sent to the Director or their designee for review and recommendation to the OHR Educational Leave Coordinator prior to giving approval to the employee.

F. All requests for educational leave, whether approved or denied by the employee's management, must be submitted to the OHR Educational Leave Coordinator for final review and authorization no later than two weeks before the first day of the class.

G. The Educational Leave Coordinator will notify the applicant, immediate supervisor,

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and appropriate higher levels of authority listed on the Educational Leave Request form of the final authorization or denial of educational leave.

H. An employee who has been granted educational leave and changes courses and times or drops the class must notify their supervisor and the OHR Educational Leave Coordinator.

I. An employee who has been granted educational leave must submit the final class grade(s) to the OHR Educational Leave Coordinator as proof of completion. Failure to complete a course with a satisfactory grade will result in denial of educational leave the following semester. Satisfactory completion is determined by OHR for the appropriate level of course study, e.g., a grade of C or better in undergraduate courses or a grade of B or better in graduate school courses.

045.11.6 References

State Personnel Board Rules
HCA Leave Without Pay Policy
HCA Alternative Work Schedule Policy

APPROVED: **DATE:**

DocuSigned by:
Kari Armijo
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12/3/2024

Kari Armijo, Secretary