

EDUCATION LEAVE

I. Purpose

The purpose of this policy is to establish procedures for the granting of employee education leave and for the accrual and use of leave for children's education activities for employees at any campus, division or unit of the University of Arkansas System.

II. Educational Development for Employees

A ~~permanent~~ regularly appointed employee may be granted educational leave by the President of the University on the following basis:

1. The employee will continue in the service of the University for a period of time as statutorily required or in the absence of a specific law, at least twice the length of his or her course of training. Any employee who does not fulfill these obligations shall be required to pay to the University the total cost or a proportionate share of the cost of the out-service training and compensation paid during the training period.
2. A written contract setting forth all terms of the agreement shall be signed by the employee and the President or Chancellor. The employee shall retain all rights in the position held at the time when the leave was granted or in one of comparable security and pay.

The amount of salary paid during the training period will be agreed upon by the employee and the President or Chancellor but may not in any case exceed the regular salary paid the employee. Payments for tuition, fees, books, and transportation may be made only if such sums have been specifically appropriated by the General Assembly for such purposes.

Each campus, division or unit may develop procedures for this purpose.

III. Leave for Children's Educational Activities

All full-time employees shall be entitled to eight (8) total hours of leave (regardless of the number of children) each calendar year for the purpose of engaging in and traveling to or from the educational activities of a child. An educational activity is a school-sponsored activity. For purposes of this policy, child generally means a person enrolled in an educational program for prekindergarten through grade twelve (pre K-12) who is of the following relation to the employee: natural child; adopted child; stepchild; foster child; grandchild; ward; or any other legal capacity in which the employee is acting as the parent for the child. Child also includes a person over the age of eighteen (18) who meets the foregoing criteria and has a developmental disability as defined by Arkansas law, or who

has declared legally incompetent.

Unused leave may not be carried over to the next year and is not payable to the employee at the time of termination.