



Employee Educational Leave

Policy Number: 405

Categorized: Human Resources

Procedure: 405P

Responsible Office: Associate Vice President, Human Resources

Effective Date: 08/2015

Date Last Reviewed: 01/22/2024

1. Scope

This policy applies to all Northern Virginia Community College employees who meet the eligibility criteria for educational leave.

2. Policy Statement

Northern Virginia Community College is part of the Virginia Community College System (VCCS) and is governed on most matters of policy by the VCCS State Board for Community Colleges.

Northern Virginia Community College follows VCCS Policy 3.10 and DHRM Policy 5.15 in its operations for employee educational leave. These policies are published and publicly available here: [VCCS Policy 3.10](#) and [DHRM Policy 5.15](#).

If you have questions about this policy and/or its application at Northern Virginia Community College, please contact the Responsible Office identified above.

3. Authority

[VCCS Policy 3.10 - Educational Assistance](#)

[Department of Human Resource Management \(DHRM\) Policy 5.15](#)