

## EMPLOYEE EDUCATIONAL LEAVE

**Policy Number:** 405

**Categorized:** [Human Resources](#)

**Responsible Office:** Human Resources

**Subject:** Policy and procedures governing educational leave and obligation to the

College **Related Policies:** [Employee Tuition Assistance – External Courses](#)

**Procedures:** 405P

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 06/13/2020

---

### 1. Scope

This policy applies to all employees who meet the eligibility criteria for Educational Leave as described in the accompanying procedures.

### 2. Policy Statement

The President or Northern Virginia Community College may grant eligible faculty and staff members educational leave contingent upon availability of funds and the needs of the College.

Educational leave is available to teaching, administrative and professional faculty and to classified staff. Educational leave may be without pay or with partial pay up to 50%. Priority for educational leave with partial pay will be given to employees where further education is needed to meet program accreditation requirement. Each academic year, a maximum of two employees can receive educational leave with partial pay.

An employee granted educational leave with partial pay must agree to return to the College as a full-time employee for a period equal to twice that of the period of absence; if the employee returns to NOVA for a lesser period of service, the employee shall be responsible for repayment of that portion of salary, tuition, and fees for the time not served. The outstanding pro rata portion of the note shall be paid in full within one year following termination of employment.

Employees must meet established eligibility criteria and follow application procedures for educational leave.

### 3. Definitions

N/A

#### **4. Procedures**

See [405P](#).

#### **5. Authority**

VCCS Policy 3.10 Educational Assistance