



## Policy 4.74 Educational Leave

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Leaves of Absence

**Effective Date:** March 30, 2007

**Last Revision:** January 14, 2014

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### Overview

Emory supports employees to pursue educational opportunities that will enhance their abilities to perform their jobs more effectively, to expand their personal and professional growth, or to pursue an Emory career path. An educational leave of absence without pay up to a maximum of two (2) years may be granted to regular employees who work at least 20 hours per week and have at least one year of leave-eligible service with the University. Eligible employees will be permitted one leave every five (5) years.

### Policy Details

#### REQUESTING LEAVE

An employee must submit a completed Leave of Absence Request Form for an educational leave of absence in advance of the effective date. Requests must be submitted at least 30 calendar days prior to the effective date. It also must include program information and the expected duration of the leave.

When possible, departments should hold a position for an employee on an educational leave of absence. Depending on the length of the leave and the operational needs of the department, a position may or may not be held.

#### DEPARTMENTAL DOCUMENTATION/APPROVAL

All conditions under which a leave is granted must be thoroughly discussed with the employee by department management and documented in writing to include:

- The type and duration of the leave requested.
- The number of paid leave hours to be used prior to the leave without pay.
- The date the leave without pay will start.
- Whether the employee's position is held or not held.
- Whom to contact regarding benefits information.
- Proper documentation must be submitted each institutional period (i.e. semester/quarter). A copy of the documentation must be submitted by the department to Human Resources. The educational leave will end upon completion of the program.

#### USE OF LEAVE BALANCES

Employees who are granted an educational leave of absence must use any accrued, unused vacation leave and floating holiday hours beginning with the effective date of the leave. Upon exhaustion of any paid leave, the remainder of the educational leave of absence will be unpaid. The employee will not accrue leave while in unpaid status.

**BENEFITS****Health, Dental, Life and BeneFlex Plans**

While in paid status, an employee on educational leave will continue participation in optional health, dental, life and BeneFlex plans. Premium contributions will continue at the active employee rate.

When in unpaid status, an employee will be billed for benefits contributions. If an employee on unpaid leave does not pay the required premiums, coverage will be canceled for non-payment. If an employee chooses not to continue participation while on leave, the employee must notify Human Resources, Benefits to cancel the coverage. If the employee returns to work in an eligible status, the employee has 31 days to reinstate coverage.

**Retirement Plan/ Disability Insurances**

Eligibility for retirement contributions and long- and short-term disability insurance will cease during the educational leave.

**Courtesy Scholarship/Tuition Reimbursement Programs**

Eligibility for participation in the Courtesy Scholarship or Tuition Reimbursement programs will continue during an educational leave.

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/4.74>

**Contact Information**

Subject	Contact	Phone	Email
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**Revision History**

- Version Published on: Oct 05, 2012
- Version Published on: Oct 05, 2012
- Version Published on: Jun 22, 2012
- Version Published on: Aug 31, 2011
- Version Published on: Sep 15, 2008
- Version Published on: Apr 21, 2008
- Version Published on: Jun 21, 2007 (*Original Publication*)

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