Policy 4.74
Educational

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.74 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Leaves of Absence
Effective Date: March 30, 2007
Last Revision: June 22, 2012

Policy Sections:

I. Overview
II. Policy Details
III. Related Links
IV. Contact Information
V. Revision History

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 years may be granted to regular employees who work at least 20 hours per week and have at least one year of service with the University. Eligible employees will be permitted one leave every five 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 the reason for the leave and the duration of the leave.

Whenever possible, departments should hold a position for an employee on an educational leave of absence. However, 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 applicable accrued vacation leave and
floating holiday hours beginning with the effective date of the leave. Upon exhaustion of any applicable paid leave, the remainder of the educational leave of absence will be unpaid. The employee will not accrue leave while on leave without pay status.

**BENEFITS**

**Health, Dental, Life and BeneFlex Plans**
An employee on educational leave may continue participation in optional health, dental, life and BeneFlex plans by contacting Human Resources prior to the leave to determine the amounts and due dates of the premium contributions.

Premium contributions will continue at the active employee rate. If an employee chooses not to continue participation while on leave, the employee must notify Human Resources to cancel the coverage. If the employee returns to work in an eligible status, the employee has 31 days to reinstate coverage.

If an employee on leave does not pay the required premiums, coverage will be canceled for non-payment.

**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](http://policies.emory.edu/4.74)

**Contact Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Relations and Organizational Development Associate</td>
<td>Sharmel Gonzalez</td>
<td>(404) 727-7625</td>
<td><a href="mailto:sgonza4@emory.edu">sgonza4@emory.edu</a></td>
</tr>
</tbody>
</table>

**Revision History**

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*