

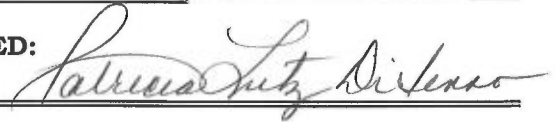
NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	3.08
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DATE	05/01/01

SUBJECT: PAID EDUCATIONAL LEAVE

APPROVED:



OBJECTIVE: To further define and explain the method by which an employee requests paid educational leave, the status of employee benefits as a result of this leave and any other information pertinent to paid educational leave as set forth in Section 26.03.1409 of the New Castle County Code and appropriate collective bargaining agreements, where applicable.

STATEMENT: Paid educational leave refers to a leave granted to permanent or limited-term employees for the purpose of taking courses directly related to their work. The employee must need specific grants of time during normal duty hours to attend educational classes which are not available during normal non-working hours. Seminars and workshops are excluded from this policy.

This type of leave may be granted with full or partial pay. The length of the leave cannot exceed a total of 20 work days or 160 hours in any one calendar year unless special permission is granted due to unusual merit and great benefit to the County. Requests in excess of 20 work days per calendar year shall be governed by the appropriate collective bargaining agreement or the New Castle County Code. Where paid educational leaves are granted for a period exceeding 20 days or 160 hours in the calendar year, employees who have been granted such leaves shall agree in writing to return to work for a minimum of one year after the expiration of the educational leave. For employees covered by the FOP, Local 1607 and Local 3109 collective bargaining agreements, it is specifically prohibited to grant a paid educational leave in conjunction with any other leave of absence. If additional time is required, an employee may request the use of vacation or personal leave or request a leave of absence without pay, unless prohibited by a bargaining agreement.

Procedure: Employees desiring a paid educational leave under this policy must make a request in writing to their department general manager or row officer to determine if it is work related. This request should be for a specific period of time. Documentation should be included with the request demonstrating that the classes needed are not available during the employee's off-duty hours and that they are work related. This request will then be reviewed by the respective general managers or row officer and the Chief Human Resources Officer and, if approved, is submitted to the County Executive for approval in advance.

Benefit Status: Full or partial pay may be granted to an employee who is on paid educational leave by the County Executive. Other benefits will not be affected.

REQUIRED ACTION: The Chief Human Resources Officer, department general managers, and row officers shall be responsible for the implementation of and compliance with the above-stated policy.

Established: 07/14/87
Revised: 01/01/96
Revised: 09/01/97
Revised: 05/01/01