

Section/Number: Leave Management–017	Approval Date: (DD/MM/YY)
Subject: Education Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government is committed to enhancing the education and professional development of its employees.</p> <p>The Community Government may grant Education Leave and assistance to employees if it is in the best interests of both the Community Government and the employee.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Education Leave may be granted by the Community Government based on the career goals of the employee and the requirements of the Community Government.</li> <li>2. Education Leave must be approved by Council.</li> <li>3. If approved, Education Leave will be granted for a maximum of two years.</li> <li>4. Employees will be expected to return to work for the Community Government for a minimum of a period equal to their Education Leave.</li> <li>5. Tuition costs for approved education courses will be reimbursed once the employee provides proof of successful completion of the course. <ol style="list-style-type: none"> <li>5.1. Successful completion means a passing mark for the course or confirmation that the employee attended the course, if the course is not graded.</li> </ol> </li> <li>6. If approved, the Community Government may support the request for Educational Leave by providing the employee with no pay or up to xx% of salary during the period of leave. <ol style="list-style-type: none"> <li>6.1. The Community Government may further support the request for education leave by paying for other items such as costs of books, living expenses, etc.</li> <li>6.2. Support will be provided in the form of a forgivable, interest free loan.</li> <li>6.3. The loan will be forgiven if the employee returns to employment with the Community Government and works for a pre-agreed period of time equal to the number of months of educational leave.</li> <li>6.4. Employee education costs will be amortized for a period equal to a pre-agreed period after the employee return to the workforce.</li> <li>6.5. If the employee resigns from, or is terminated by, the Community Government, the unamortized education amount will be withheld from the last pay and/or a payback schedule will be set in place.</li> </ol> </li> </ol>	

<p>7. Any employee on Education Leave will be guaranteed his/her current job, or another job at an equal level, upon return from education leave</p> <p>8. Employees requesting Education Leave must submit an Application for Leave Form accompanied by:</p> <ul style="list-style-type: none"><li>8.1. a rationale for the leave and how the training or education will be of benefit to the Community Government and the employee</li><li>8.2. a description of the program to be taken</li><li>8.3. the type of leave and assistance requested.</li></ul> <p>9. Applications for Education Leave using the Application for Leave Form will be submitted to Council for consideration.</p> <p>10. Approved applicants will be provided with leave and any other approved support, conditional upon to the employee's acceptance into the program.</p> <p>11. Employees who are provided with supported leave will sign an agreement to return to work and repay any supports according to the terms as outlined above.</p> <p>12. The Senior Administrative Officer will advise the employee in writing if their application is not approved and will include reasons why the application was denied.</p>
<p>Attachments</p> <p>Sample Leave Form</p>
<p>References</p> <p>N/A</p>

**Sample Leave Form**

**Leave of Absence Request Form**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Leave Requested: \_\_\_\_\_

Start Date/Time of Leave: \_\_\_\_\_

Return to Work Date/Time: \_\_\_\_\_

Verification of Leave Credits: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Senior Administrative Officer Approval: \_\_\_\_\_

(If leave is denied, Senior Administrative Officer will advise in writing.)