

***P.O. 217 Educational Leave***

Effective From:	7-15-2012	Effective To:	Current
-----------------	-----------	---------------	---------

***Q. P.O. 217 - Educational Leave***

**1. PURPOSE**

- i) This policy shall set forth guidelines for permanent employees having served two years with Public Safety Services who wish to continue their formal education and a conflict exists between the employee's work schedule and the time needed to attend class.

**2. POLICY**

- i) In accordance with [Louisiana State Police Commission Rule 11.24](#), educational leave may be granted to an officer

**3. DEFINITION**

- i) Educational Leave - Leave granted to an employee to attend classes as an enrolled student at an educational institution or facility, and subject to the provisions of [State Police Commission Rule 11.24](#). Participation or attendance in CPTP classes, work-related conferences or seminars, etc. is not educational leave and should be reported as on-duty time. Leave may be granted only for the period of actual attendance plus reasonable travel time to and from class. Reasonable travel time is not to exceed one hour total travel time (i.e., thirty minutes to arrive at the educational institution and, thirty minutes to return to work).

**4. PROCEDURE**

- i) Leave for educational purposes will be granted only when the employee's absence does not interfere with the effective operations of the office. Adjustment of employee work hours and/or scheduling of classes during non-work hours to minimize the use of leave is encouraged.
- ii) Educational leave must be requested by completing a Request for Educational Leave form ([DPSSP 6698](#)). An employee must submit the form through his chain-of-command no later than 30 calendar days (if possible) before the start of the requested leave.
- iii) After the employee's Deputy Superintendent has approved the request, the Request for Educational Leave form is to be submitted to the HRM Training Manager for review to determine the relevance to the employee's job.
- iv) Once the course of study is deemed to be relevant, the request form shall be forwarded to the Human Resources Director and finally to the Deputy Secretary, or his designee, for their respective approvals.
- v) Only after all approvals have been obtained will the educational leave be granted.
- vi) HRM will notify the Deputy Superintendent of the approval or disapproval of the educational leave request. The Deputy Superintendent is responsible for notifying the individual employee of the outcome of his request.
- vii) The Deputy Superintendent shall notify the requesting employee's time administrator of the approved request.
- viii) Educational leave will be limited to one course per semester.
- ix) An employee requesting educational leave must provide enrollment verification to HRM within two weeks after the beginning of the course. Upon completion, the employee must provide documentation that the course was completed.
- x) If the class is dropped, the employee shall notify his supervisor and HRM immediately.
- xi) It is the responsibility of the employee's direct supervisor to ensure that educational leave is not abused by the employee.