



Title: Employee Educational Leave

Policy
 No.: ADM 6.01

Date: 8/1/13
 Rev.: 8/1/15

Areas Affected: All BSMCON Faculty and Staff

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I. Overview

Education and training are fundamental to the College's philosophy of supporting personal and professional growth. The purpose of educational leave is to allow an employee to pursue training directly related to his or her employment which will improve the employee's competence and ability to serve the College. The following policy describes possible opportunities for such education and training and establishes specified leave time for employees to attend education and training with administrative approval.

II. Definitions

Educational Leave - an employee's absence from duty to attend a formal course of study (i.e., continuing education workshop, in-service education) or work required toward completion of a collegiate degree. The following two definitions are included to accommodate ACICS accreditation criterion 3-1-543 (ACICS Accreditation Criteria, Policies, Procedures, and Standards, August 2012).

- In-Service Training - Special planned and systematic experiences sponsored by an institution and related to curriculum and instruction that affect the majority of the faculty in a collective fashion. In-service education has as its major goal the updating of teachers in (1) subject matter, (2) curriculum concepts, (3) new theories and techniques of instruction, and (4) new educational media. The most common activity is a lecture by an outside speaker on a subject related to curriculum, the institution, or a societal issue.
- Professional Growth - The process by which employees gain knowledge and skills which enhance their expertise. Professional growth may be accomplished through a combination of the following activities: membership and participation in educational associations, professional organizations, continuance of education, concurrent related business experience, educational research, and awareness of current practices and standards. Attendance at seminars, conventions, field visits, vendor shows, equipment exhibits, etc., is excellent opportunities for instructors to gain enrichment. Professional writing by an instructor is also an example of professional growth.

III. Policy

Faculty and staff employees are eligible for educational (EDU) leave. EDU leave may be taken either with or without pay. Requests for EDU leave (with or without pay) must be made and approved by the employee's supervisor prior to enrollment in a course of study. Participation in EDU leave shall be approved in advance and scheduled according to the operational needs within departments of the College.

Reference Policy #HR 13: HR 51

Approved by:

Signature

Provost/VP
 Title

8.1.15
 Date

Approval History:

Provost/VP 12/17/12

Policy Committee 2/18/13, 4/20/15

IV. Procedures

Educational leave with pay - The employee should request educational leave with pay as far in advance as possible in order to allow for necessary coverage to be ensured. Requests for EDU leave should be submitted to the employee's supervisor on the appropriate request form (see appendix). Approval is required from the employee's supervisor. For faculty requesting EDU leave related to pursuit of advanced degrees, please refer to section entitled "Doctoral Studies" in this policy.

Educational leave without pay – An employee may request EDU time without pay subject to the approval of the employee's supervisor and the Provost. Procedures for such a request will follow Bon Secours HR policies related to leave without pay.

V. Funding

Funding for EDU leave is based upon the College's annual budget for continuing education. The College makes every effort to request funds to support the education and development needs of all College faculty and staff.

Faculty funds - Because teaching is the central purpose of the College, funds for full-time (FT) faculty to support ongoing development and expertise will be made available annually. The allocation per FT faculty member will be \$500 per fiscal year to be utilized at the faculty member's discretion and upon approval of the Dean of Nursing. These funds may not be carried over from fiscal year to fiscal year. The Provost has the authority to freeze educational funds if deemed necessary. Additional funds for continuing education may be available at the Dean's discretion for participation in programs that relate directly to instruction and assignments that enhance the mission of the College and Program. Annual funding may change yearly based upon the annual budget as well as the needs of the program.

Tuition Reimbursement - Bon Secours Memorial College of Nursing is committed to the continuing development of its employees through collegiate degree education. Employees are encouraged to continue their education and take advantage of the Bon Secours Richmond Health System's tuition reimbursement program. Employees returning for collegiate degrees should discuss their plans with their assigned supervisor for planning purposes of workload and program commitments. Tuition reimbursement for attending academic programming related to an employee's role (i.e., MBA, PhD, DNP) will be reimbursed via Bon Secours Richmond HR policies 13 and 51.

VI. Faculty Returning for Doctoral Studies

Bon Secours Memorial College of Nursing, as a baccalaureate degree granting institution, is committed to facilitating the educational progression of faculty through completion of the terminal degree. Recognizing that the work required for doctoral studies is challenging, the College provides the following accommodations to ensure appropriate EDU leave for faculty in pursuit of the doctoral degree.

On-site residency requirements – no more than 5 days paid EDU leave per academic year, not to exceed 3 years. If the residency is able to be scheduled at the faculty member's discretion, it should be scheduled during a time when the faculty member has no teaching obligations. Comprehensive exams – no more than 5 days paid EDU leave each for the written component and oral defense. If the comprehensive exam can be scheduled at the faculty member's discretion, it should be scheduled during a time when the faculty member has no teaching obligations.

Dissertation (for PhD) preparation - faculty will be granted a one semester workload release of 5 credits.

Doctoral project preparation (e.g., DNP programs) – faculty will be granted a one semester workload release of credits to be determined by the academic dean based upon supporting documentation provided by the faculty member and discussion with the faculty member

All requests, as noted in this section, should be submitted by the faculty member in writing to the appropriate supervisor as early as possible, preferably no later than the beginning of the semester prior to date requested.