

**SUBJECT: EDUCATIONAL PRIVILEGES FOR FULL-TIME NONACADEMIC AND OTHER  
ACADEMIC EMPLOYEES, EDUCATIONAL LEAVE, AND SABBATICAL LEAVE**

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**I. EDUCATIONAL PRIVILEGES FOR FULL-TIME NONACADEMIC & OTHER  
ACADEMIC EMPLOYEES**

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3 1. Full-time nonacademic and other academic employees, (excluding faculty) who have been  
4 employed at least one year in a full-time, permanent position and with approval from their  
5 department head or supervisor, may register for job-related courses for up to 6 hours per  
6 semester and receive full tuition exemption. Only three hours per week of the approved job-  
7 related courses may be taken during work time without charge to annual leave. Continued  
8 participation in this tuition exemption program will be based on making satisfactory progress  
9 as determined by the employee's supervisor. Satisfactory progress shall generally be  
10 interpreted to include completion of the course with a passing grade.

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12 For the summer term, tuition exemption will be limited to three (3) hours.

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14 (Please note that the provisions of this policy do not apply to specialized self-supported  
15 educational programs such as the Executive MBA Program. Employees should consult with  
16 the Chief Academic Officer on their campus to determine eligibility.)  
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19 Full-time nonacademic and other academic employees, (excluding faculty) during their first  
20 year of employment and with approval from their supervisors, may register, at their own  
21 expense, for a job-related course and be allowed to take the course during work time for up  
22 to three clock hours per week.

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24 A form to request approval for enrollment, work release time, and tuition waiver is available  
25 in the Office of the Registrar.  
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27 Part-time employees are not eligible for the above educational benefits.  
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- 29 2. Professional staff/administrators who do not hold positions where there is a potential for  
30 conflict of interest will be permitted to pursue a doctorate; those in positions where a conflict  
31 of interest could exist will continue to be ineligible.  
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**II. Educational Leave**

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34 Members of the instructional, research, and extension staff on full-time regular academic  
35 appointment at the rank of Instructor (or equivalent) or above, and full-time unclassified  
36 administrative and professional employees, who have completed three (3) consecutive years of  
37 service, may petition for a leave of absence with part pay for not more than one (1) year of study  
38 which will culminate in the receipt of an advanced degree within five (5) years. Such petition  
39 shall set forth the course of study to be pursued, the institution to be attended, an account of the  
40 petitioner's prospect for securing an advanced degree, and such other information as may be

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41 required. The petition shall be granted only after the Chancellor and the appropriate academic  
42 dean or administrative officer have determined that the interests of the University will be best  
43 served by granting such leave and that the petitioner will return to his University duties for at  
44 least two (2) years before accepting employment elsewhere. Persons in positions supported by  
45 non-recurring funds may qualify for educational leave only if the guaranteed period of support  
46 for the position is sufficient to cover the period of leave and the required service subsequent to  
47 the leave. Persons paid from grant or non-recurring funds will usually need documentation that  
48 the cost of the leave is supportable by the funding source. Educational leave will be granted by  
49 the Board upon recommendations through the President from the Chancellors of the various  
50 campuses. The amount of pay to be allowed under such a grant shall be determined in each  
51 individual case, but in no event shall it exceed one-half (1/2) of the regular salary which would  
52 accrue to the petitioner during the period of leave. For the academic employee, the term  
53 "regular" refers to the salary of the academic year with out presumption of summer-term  
54 appointment. If the petitioner, upon taking educational leave, does not return to the University  
55 for the required two years, the petitioner shall pay back to the University the amount paid to the  
56 petitioner for the leave. For full-time academic employees at the rank of Instructor or above, the  
57 period of service completed prior to granting of leave under this section shall not be counted in  
58 considering eligibility for sabbatical leave. Requests for educational leave are initiated at the  
59 departmental level and processed through administrative channels during the fall semester in  
60 response to a memorandum issued by the Office of Academic Affairs.

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62 **III. Sabbatical Leave**

63 Full-time academic employees at the rank of Instructor (or equivalent) or above, who have  
64 completed six years of service on the campus without having received leave with pay, may  
65 petition for sabbatical leave for study and research, the object of which is to enable them to  
66 increase their professional efficiency and usefulness to the University. Adequate justification  
67 setting forth the plans for each sabbatical leave shall be stated, and report of the  
68 accomplishments under each leave granted shall be made promptly upon return from sabbatical  
69 leave. Sabbatical leave shall normally be approved for the purpose of seeking a higher degree  
70 only under unusual circumstances. Persons employed on a 12-month basis may be granted 12  
71 months' leave with one-half pay or six months' leave with full pay. Persons employed on nine-  
72 month basis may be granted nine months' leave with one-half pay or four and one-half months'  
73 leave with full pay. Persons in positions supported by non-recurring funds may qualify for  
74 sabbatical leave only if the guaranteed period of support for the position is sufficient to cover the  
75 period of leave and the required service subsequent to the leave. Persons paid from grant or  
76 non-recurring funds will usually need documentation that the cost of the leave is supportable by  
77 the funding source. The Chancellor shall, after receiving requests from the appropriate  
78 academic dean or other administrative head, make recommendations for sabbatical leave  
79 through the President to the Board. A member of the academic staff who is granted sabbatical  
80 leave shall be required to return to his/her University duties for at least a year before accepting

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81 employment elsewhere. A condition for the granting of a sabbatical is the potential benefit the  
82 university will receive as a result of the sabbatical.  
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84 Under unusual circumstances, persons may accept employment during sabbatical leave if such  
85 employment is approved in advance by the Chancellor and the President as supportive of the  
86 purposes of the leave.  
87  
88 Requests for sabbatical leave are initiated at the department level during the Fall semester, in  
89 response to a memorandum issued by the Office of Academic Affairs.  
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91 Sabbatical leave requests will be disapproved or rescinded when financial or other  
92 considerations make such action appropriate.  
93  
94 See Section 3-1 of By-laws and Regulations of the Board of Supervisors.  
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96 SOURCE: PM-12, dated December 12, 2000.