



**POLICY STATEMENT 63**  
**EDUCATIONAL PRIVILEGES FOR FULL-TIME NON-ACADEMIC AND OTHER**  
**ACADEMIC EMPLOYEES, EDUCATIONAL LEAVE, AND SABBATICAL LEAVE**

**POLICY DIGEST**

Primary Monitoring Unit: Chancellor’s Office  
 Initially Issued: May 29, 2011  
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**I. EDUCATIONAL PRIVILEGES**

A. Full-time (100%) employees (including faculty), who have been employed at least one year in a full-time, permanent position and with prior approval from their department head or supervisor, may register for job-related undergraduate or graduate courses at any LSU System campus for up to 6 hours per semester and receive full tuition exemption. For employees who are on fiscal year appointments, up to three clock hours per week of the approved job-related courses may be taken during work time without charge to annual leave. Eligible employees should coordinate their plans for any courses taken with their department chair or direct supervisor to ensure that there is no conflict with teaching assignments or other assigned responsibilities in any given academic term. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

Due to the short summer term, it is recommended that this exemption be limited to three (3) hours during the summer. Additionally, this exemption should not be awarded to shorter more intense academic terms, such as intersessions.

(Please note that the provisions of this policy do not apply to specialized, self-supported educational programs such as the Executive MBA Program. Employees should consult with the Chief Academic Officer on the campus in which they wish to take the course to determine eligibility).

Full-time (100%) employees (including faculty), during their first year of employment and with approval from their supervisors, may register, at their own expense, for job-related coursework and be allowed to take the coursework during work time for no more than three clock hours per week. Eligible employees should coordinate their plans for any courses taken with their department chair or direct supervisor to ensure that there is no conflict with teaching assignments or other assigned responsibilities in any given academic term.

Part-time employees are not eligible for the above educational benefits.

B. Professional staff/administrators who do not hold positions where there is a potential for

42 conflict of interest will be permitted to pursue a doctorate; those in positions where a  
43 conflict of interest could exist will continue to be ineligible. The Graduate/Professional  
44 School or Office of Graduate Studies on each campus will have the primary  
45 responsibility to ensure that only those members of the professional staff who are not in  
46 positions where the potential for conflict of interest exists are permitted to pursue  
47 doctoral degrees.

48 Although it will be the responsibility of each campus to develop its own procedures, it is  
49 suggested that at a minimum the employee, the employee's immediate supervisor, and  
50 the chair of the department in which the employee will pursue the degree prepare  
51 statements outlining the job responsibilities of the employee and provide an analysis of  
52 the independence of the employee's official duties from the department in which doctoral  
53 work is to be taken. The Graduate Council on each campus will review the statements  
54 and make a recommendation through administrative channels to the Chancellor.

## 55 **II. INSTITUTIONAL FINANCIAL HARDSHIP**

56 In the event that an institution is experiencing financial hardship, the Chancellor of that  
57 institution may petition the President to request exception from this policy. Exception may  
58 include, but not be limited to such remedies as suspension of the policy, further limitations in the  
59 application of the policy, or a memorandum of understanding with an affiliated institution for  
60 financial assistance.

## 61 **III. EDUCATIONAL LEAVE**

62 Members of the instructional, research, and extension staff on full-time regular academic  
63 appointment at the rank of Instructor (or equivalent) or above, and full-time unclassified  
64 administrative and professional employees, who have completed three (3) consecutive years of  
65 service, may petition for a leave of absence with part pay for not more than one (1) year of study  
66 which will culminate in the receipt of an advanced degree within five (5) years. Such petition  
67 shall set forth the course of study to be pursued, the institution to be attended, an account of the  
68 petitioner's prospect for securing an advanced degree, and such other information as may be  
69 required. The petition shall be granted only after the Chancellor and the appropriate academic  
70 dean or administrative officer have determined that the interests of the University System will be  
71 best served by granting such leave and that the petitioner will return to his/her University duties  
72 for at least two (2) years before accepting employment elsewhere. Individuals in positions  
73 supported by non-recurring funds may qualify for educational leave only if the guaranteed period  
74 of support for the position is sufficient to cover the period of leave and the required service  
75 subsequent to the leave. Individuals paid from grant or non-recurring funds will usually need  
76 documentation that the cost of the leave is supportable by the funding source. Educational  
77 leaves may be granted by the Board upon recommendations through the President from the  
78 Chancellors of the various campuses. The amount of pay to be allowed under such a grant  
79 shall be determined in each individual case, but in no event shall the pay exceed one-half (1/2)  
80 of the regular salary which would accrue to the petitioner during the period of leave. For the  
81 academic employee, the term "regular" refers to the salary of the academic year without  
82 presumption of summer-term appointment. If the petitioner, upon taking educational leave,  
83 does not return to the University for the required two (2) years, the petitioner shall pay back to  
84 the University the amount paid to the petitioner for the leave. For full-time academic employees  
85 at the rank of Instructor and above, the period of service completed prior to granting educational  
86 leave under this section shall not be counted in considering eligibility for sabbatical leave.

87 **IV. SABBATICAL LEAVE**

88 Full-time academic employees at the rank of Instructor (or equivalent) or above, who have  
89 completed six (6) continuous years of service on the campus without having received leave with  
90 pay, may petition for sabbatical leave for study and research, the object of which is to enable  
91 them to increase their professional efficiency and usefulness to the University. Adequate  
92 justification setting forth the plans for each sabbatical leave shall be stated, and report of the  
93 accomplishments under each leave granted shall be made promptly upon return from sabbatical  
94 leave. Sabbatical leave shall normally be approved for the purpose of seeking a higher degree  
95 only under unusual circumstances. Persons employed on a 12-month basis may be granted 12  
96 months' leave with one-half pay or six months' leave with full pay. Persons employed on nine-  
97 month basis may be granted nine months' leave with one-half pay or four and one-half months'  
98 leave with full pay. Persons in positions supported by non-recurring funds may qualify for  
99 sabbatical leave only if the guaranteed period of support for the position is sufficient to cover the  
100 period of leave and the required service subsequent to the leave. Persons paid from grant or  
101 non-recurring funds will usually need documentation that the cost of the leave is supportable by  
102 the funding source. The Chancellor shall, after receiving requests from the appropriate  
103 academic dean or other administrative head, make recommendations for sabbatical leave. A  
104 member of the academic staff who is granted sabbatical leave shall be required to return to his  
105 University duties for at least a year before accepting employment elsewhere. A condition for the  
106 granting of a sabbatical is the potential benefit the University will receive as a result of the  
107 sabbatical. Under unusual circumstances, persons may accept employment during sabbatical  
108 leave if such employment is approved in advance by the Chancellor and the President as  
109 supportive of the purposes of the leave.

110 **V. SOURCES**

111 Article III, Section 1 – Sabbatical Leave and Section 2 – Leave to Obtain Advanced Degree of  
112 the [Rules and Regulations of the LSU Board of Supervisors](#).

113 [LSU PM-12](#).