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

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

- 1
2
3 1. Full-time nonacademic and other academic (excluding faculty) employees, 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.

11
12 For the summer term, tuition exemption will be limited to three (3) hours.

13
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.)
17

18
19 Full-time nonacademic and other academic (excluding faculty) employees, 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.

23
24 A form to request approval for enrollment, work release time, and tuition waiver is available
25 in the Office of the Registrar.
26

27 Part-time employees are not eligible for the above educational benefits.
28

- 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.
32

33 The Graduate School on each campus will have the primary responsibility to insure that only
34 those members of the professional staff who are not in positions where the potential for
35 conflict of interest exists are permitted to pursue doctoral degrees. Although it will be the
36 responsibility of each campus to develop its own procedures, it is suggested that at a
37 minimum the employee, the employee's immediate supervisor, and the chair of the
38 department in which the employee will pursue the degree prepare statements outlining the

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

39 job responsibilities of the employee and provide an analysis of the independence of the
40 employee's official duties from the department in which doctoral work is to be taken. The
41 Graduate Council on each campus will review the statements and make a recommendation
42 through administrative channels to the Chancellor.
43

44 **II. Educational Leave**

45 Members of the instructional, research, and extension staff on full-time regular academic
46 appointment at the rank of Instructor (or equivalent) or above, and full-time unclassified
47 administrative and professional employees, who have completed three (3) consecutive years of
48 service, may petition for a leave of absence with part pay for not more than one (1) year of study
49 which will culminate in the receipt of an advanced degree within five (5) years. Such petition
50 shall set forth the course of study to be pursued, the institution to be attended, an account of the
51 petitioner's prospect for securing an advanced degree, and such other information as may be
52 required. The petition shall be granted only after the Chancellor and the appropriate academic
53 dean or administrative officer have determined that the interests of the University will be best
54 served by granting such leave and that the petitioner will return to his University duties for at
55 least two (2) years before accepting employment elsewhere. Persons in positions supported by
56 non-recurring funds may qualify for educational leave only if the guaranteed period of support
57 for the position is sufficient to cover the period of leave and the required service subsequent to
58 the leave. Persons paid from grant or non-recurring funds will usually need documentation that
59 the cost of the leave is supportable by the funding source. Educational leave will be granted by
60 the Board upon recommendations through the President from the Chancellors of the various
61 campuses. The amount of pay to be allowed under such a grant shall be determined in each
62 individual case, but in no event shall it exceed one-half (1/2) of the regular salary which would
63 accrue to the petitioner during the period of leave. For the academic employee, the term
64 "regular" refers to the salary of the academic year with out presumption of summer-term
65 appointment. If the petitioner, upon taking educational leave, does not return to the University
66 for the required two years, the petitioner shall pay back to the University the amount paid to the
67 petitioner for the leave. For full-time academic employees at the rank of Instructor or above, the
68 period of service completed prior to granting of leave under this section shall not be counted in
69 considering eligibility for sabbatical leave. Requests for educational leave are initiated at the
70 departmental level and processed through administrative channels during the fall semester in
71 response to a memorandum issued by the Office of Academic Affairs.
72

73 **III. Sabbatical Leave**

74 Full-time academic employees at the rank of Instructor (or equivalent) or above, who have
75 completed six years of service on the campus without having received leave with pay, may
76 petition for sabbatical leave for study and research, the object of which is to enable them to

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

77 increase their professional efficiency and usefulness to the University. Adequate justification
78 setting forth the plans for each sabbatical leave shall be stated, and report of the
79 accomplishments under each leave granted shall be made promptly upon return from sabbatical
80 leave. Sabbatical leave shall normally be approved for the purpose of seeking a higher degree
81 only under unusual circumstances. Persons employed on a 12-month basis may be granted 12
82 months' leave with one-half pay or six months' leave with full pay. Persons employed on nine-
83 month basis may be granted nine months' leave with one-half pay or four and one-half months'
84 leave with full pay. Persons in positions supported by non-recurring funds may qualify for
85 sabbatical leave only if the guaranteed period of support for the position is sufficient to cover the
86 period of leave and the required service subsequent to the leave. Persons paid from grant or
87 non-recurring funds will usually need documentation that the cost of the leave is supportable by
88 the funding source. The Chancellor shall, after receiving requests from the appropriate
89 academic dean or other administrative head, make recommendations for sabbatical leave
90 through the President to the Board. A member of the academic staff who is granted sabbatical
91 leave shall be required to return to his/her University duties for at least a year before accepting
92 employment elsewhere. A condition for the granting of a sabbatical is the potential benefit the
93 university will receive as a result of the sabbatical.

94
95 Under unusual circumstances, persons may accept employment during sabbatical leave if such
96 employment is approved in advance by the Chancellor and the President as supportive of the
97 purposes of the leave.

98
99 Requests for sabbatical leave are initiated at the department level during the Fall semester, in
100 response to a memorandum issued by the Office of Academic Affairs.

101
102 Sabbatical leave requests will be disapproved or rescinded when financial or other
103 considerations make such action appropriate.

104
105 See Section 3-1 of By-laws and Regulations of the Board of Supervisors.

106
107 SOURCE: PM-12, dated December 12, 2000.