

Office of Personnel Management

Policy

Policy Title: Educational Leave	Policy Number: 50.04
Citation: Arkansas Code Annotated § 21-4-211	Forms: None

Specific Provisions

A permanent employee who is given out-service training may be granted educational leave by the Agency Director or Institution Head on the following conditions:

1. The employee agrees to continue in the service of the agency or institution for a period of time as statutorily required or, in the absence of a specific law, at least twice the length of his/her course of training.
2. An employee who does not fulfill these obligations shall be required to pay the agency the total cost, or a proportionate share of the cost, of the out-service training and compensation paid during the training period.
3. A written contract setting forth all terms of the agreement shall be signed by the employee and a representative of the agency or institution.

The employee shall retain all rights in the position held at the time when leave was granted or in one of comparable security and pay.

The employee shall retain all benefits and rights during the training period that accrued during that time to regular employees.

The amount of the salary paid during the training period will be as agreed on by the employee and the Agency Director or Institution Head. The salary may not exceed the regular salary paid to the employee.

Payment of tuition, fees, books and transportation may be made if money has been specifically appropriated by the General Assembly for such purposes or if the Department of Health provides assistance to employees of the department who are seeking a master's degree, a doctor of public health degree, or a doctor of philosophy degree in public health; however, the department shall not provide assistance to more than twelve (12) employees in any fiscal year.

January 13, 2011