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Policy Name:	Associate Educational Leave
Policy Number:	ADM 6.01
Title of Policy Owner:	Vice President/Provost
Approved by:	Policy Committee/Administrative Cabinet
Effective Date:	08/01/2020
Version:	1.0
Policy Status:	Approved

I. Policy

Faculty and staff of Bon Secours Memorial College of Nursing (BSMCON) are eligible for educational (EDU) leave as defined herein.

II. Purpose

Due to the fundamental importance of supporting professional growth and in compliance with related accreditation and/or regulatory standards, the College is committed to providing educational opportunities to its associates to ensure their continued professional development in the execution of their assigned role responsibilities.

III. Scope

This policy applies to all associates of BSMCON as defined.

IV. Definitions

Educational leave – an associate’s approved absence from duty to attend a formal course of study (e.g., continuing education workshop/conference, professional development offering, work required toward completion of an academic degree that is related to the current work role, etc.).

V. Policy Details

Administrative, faculty, and staff associates are eligible for educational (EDU) leave. Requests for EDU leave must be made and approved by the associate’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 the applicable departments of the College.

Funding is budgeted annually to support the educational development of College associates and is administered by the administrative leadership of the College according to the allocations agreed upon. The VP/Provost has the authority to freeze educational funds if deemed necessary, based upon budgetary developments within the larger health system.

BSMCON is committed to the continuing development of its associates through collegiate degree education. Associates are encouraged to continue their education and take advantage of the BSMH Tuition Assistance Program. Associates returning for collegiate degrees should discuss their plans with their supervisor for planning purposes of workload and program commitments. Refer to the appropriate BSMH policy for additional detail.

VI. Attachments

None

VII. Related Policies

BSMH Tuition Assistance Program

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	5/27/2020	Revisions and new template	Vice President/Provost