



Title: Employee Educational Leave

Policy No.: ADM 6.01

Date: 8/1/13
 Rev.: 8/1/15, 8/1/18

Areas Affected: All BSMCON Faculty and Staff

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I. Overview


Education and training are fundamental to the College's philosophy of supporting personal and professional growth. The purpose of educational leave is to allow an employee to pursue training directly related to his or her employment which will improve the employee's competence and ability to serve the College. The following policy describes possible opportunities for such education and training and establishes specified leave time for employees to attend education and training with administrative approval.

II. Definitions

Educational Leave - an employee's absence from duty to attend a formal course of study (i.e., continuing education workshop, in-service education), professional development, or work required toward completion of a collegiate degree. ABHES accreditation criteria V.E.4, V.E.5; and IX.E.4.a, and IX.E.4.c under Distance Education (ABHES Accreditation Manual 17th Edition) are included below as ABHES has requirements of faculty for in-service and professional development.

- V.E.4 In-Service Training- A program of in-service training is required for the improvement of faculty skills in teaching methodology and is conducted at least twice annually. Documentation of in-service training is required and should include topic(s) discussed, name(s), of presenter, synopsis of the session(s) presented, and evidence of faculty attendance. Minimally the two required annual in-service training sessions focus on effective teaching; however, additional sessions may be held with varied focus.
- V.E.5 Professional Development-Faculty is provided time, resources, and opportunities for professional development. Faculty are required to participate in professional growth activities annually beginning with their first year of employment and annually thereafter. Documentation needs to demonstrate a combination of professional growth activities which may include, but are not limited to, programs of continuing education , either for professional development or to maintain professional certification, membership and participation in professional organizations, participation in field-related workshops or seminars, and subscription to relevant periodicals or journals. Copies of certificates of attendance, current licensure/certification(s), and any other professional growth documentation are maintained in each faculty member's file.
- IX.E.4.a Distance education faculty are trained in effective distance education instructional methodology, including delivery, testing and evaluation, and other techniques necessary to effectively teach in the distance education environment.
- IX.E.4.c Document that faculty members participate, at least annually, in professional development or in-service specific to distance education pedagogy.

Reference Policy #HR 13; HR 51

Approved by: 	Provost/VP Title	5.14.18 Date
Signature		
Approval History:		
Provost/VP 12/17/12, 1/18		
Policy Committee 2/18/13, 4/20/15, 2/18		

III. Policy

Faculty and staff employees are eligible for educational (EDU) leave. EDU leave may be taken either with or without pay. Requests for EDU leave (with or without pay) must be made and approved by the employee'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 departments of the College.

IV. Procedures

Educational leave with pay - The employee should request educational leave with pay as far in advance as possible in order to allow for necessary coverage to be ensured. Requests for EDU leave should be submitted to the employee's supervisor on the appropriate request form. Approval is required from the employee's supervisor. For faculty requesting EDU leave related to pursuit of advanced degrees, please refer to section entitled "Doctoral Studies" in this policy.

Educational leave without pay – An employee may request EDU time without pay subject to the approval of the employee's supervisor and the Provost. Procedures for such a request will follow Bon Secours HR policies related to leave without pay.

V. Funding

Funding for EDU leave is based upon the College's annual budget for continuing education. The College makes every effort to request funds to support the education and development needs of all College faculty and staff.

Faculty funds - Because teaching is the central purpose of the College, funds for full-time (FT) faculty to support ongoing development and expertise will be made available annually. The allocation per FT faculty member will be \$500 per fiscal year to be utilized at the faculty member's discretion and upon approval of the Dean of Nursing. These funds may not be carried over from fiscal year to fiscal year. The Provost has the authority to freeze educational funds if deemed necessary. Additional funds for continuing education may be available at the Dean's discretion for participation in programs that relate directly to instruction and assignments that enhance the mission of the College and Program. Annual funding may change yearly based upon the annual budget as well as the needs of the program.

Tuition Reimbursement - Bon Secours Memorial College of Nursing is committed to the continuing development of its employees through collegiate degree education. Employees are encouraged to continue their education and take advantage of the Bon Secours Richmond Health System's tuition reimbursement program. Employees returning for collegiate degrees should discuss their plans with their assigned supervisor for planning purposes of workload and program commitments. Tuition reimbursement for attending academic programming related to an employee's role (i.e., MBA, PhD, DNP) will be reimbursed via Bon Secours Richmond HR policy that may be located on the Bon Secours intranet site. 13

VI. Faculty Returning for Doctoral Studies

Bon Secours Memorial College of Nursing, as a baccalaureate degree granting institution, is committed to facilitating the educational progression of faculty through completion of the terminal degree. Recognizing that the work required for doctoral studies is challenging, the College provides the following accommodations to ensure appropriate EDU leave for faculty in pursuit of the doctoral degree.

On-site residency requirements – no more than 5 days paid EDU leave per academic year, not to exceed 3 years. If the residency is able to be scheduled at the faculty member's discretion, it should be scheduled during a time when the faculty member has no teaching obligations.

Comprehensive exams – no more than 5 days paid EDU leave each for the written component and oral defense. If the comprehensive exam can be scheduled at the faculty member's discretion, it should be scheduled during a time when the faculty member has no teaching obligations.

Dissertation (for PhD) preparation - faculty will be granted a one semester workload release of 5 credits.

Doctoral project preparation (e.g., DNP programs) – faculty will be granted a one semester workload release of credits to be determined by the academic dean based upon supporting documentation provided by the faculty member and discussion with the faculty member

All requests, as noted in this section, should be submitted by the faculty member in writing to the appropriate supervisor as early as possible, preferably no later than the beginning of the semester prior to date requested.

