

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Educational Leave	PAGE <u>1</u> OF <u>3</u>
	NUMBER: 38-CED-04
RULE/CODE REFERENCE:	SUPERSEDES: 38-CED-04 dated 10/20/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: May 29, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a standardized process for granting educational leave with pay for employees to attend work related educational programs during scheduled work hours.

III. APPLICABILITY

This policy applies to all full time Ohio Department of Rehabilitation and Correction employees.

IV. DEFINITIONS

Diploma Mill - A diploma mill (or degree mill) is an illegal institution that grants bogus degrees in exchange for money, and without requiring the student to show proof of course mastery, or to do any substantive coursework or testing.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that in the interest of encouraging personal growth and development and promoting professional skills and knowledge to consider granting eligible employees paid leave during scheduled working hours to participate in educational programs which are directly related to the employee's work or career progression within the Department and will lead to the improvement of the employee's skills and job performance.

VI. PROCEDURES

- A. Education Leave may be granted at the discretion of the Appointing Authority when all of the following criteria are met.
1. The employee has completed the initial probationary period and has a minimum of six months state service prior to the date of the first class meeting. In addition, the employee must be satisfactorily performing his/her job duties.
 2. If the employee is enrolled in an education course that extends over a grading period (i.e. semester, quarter or trimester) paid leave hours cannot exceed five hours per week. If an employee is enrolled in a condensed, short-term education course (e.g. a 40 hour, one-week course), paid leave hours cannot exceed forty hours per quarter.
 3. The education is received at an institution under the authority of the Ohio Board of Regents and accredited by the Council for Higher Education Accreditation (CHEA) or the Accrediting Commission of the Distance Education Training Council (DETC), with state colleges and universities, when possible, being the first school of choice. In addition, the course must provide college credit to the employee upon completion. CHEA recognizes the following regional accrediting bodies for colleges and universities in the United States: Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges; and/or the accreditation is recognized by the U.S. Department of Education including but not limited to Clinical Pastoral Education.
 4. The contents of the course(s) taken must be job-related, or required for a job related degree program, or within the scope of work performed in DRC, and must increase the employee's skills and/or knowledge relating to the employee's work, or career progression, at the time of the courses instruction.
 5. The employee's work schedule and responsibilities can be accomplished without necessary overtime, compensatory time, or requiring additional staffing.
 6. The course is not offered outside normal working hours or no substitute course is offered outside normal working hours.
- B. The employee must complete a Request for Release Time for Education form (DRC1443) which is submitted to the supervisor, or designee, at least thirty days prior to the first day of the course. The supervisor shall recommend, or not recommend, approval within ten days. The Appointing Authority or designee, shall approve, or disapprove the Request for Release Time for Education form within ten days following receipt of the form from the supervisor. (It is recognized that on occasion colleges may change class schedules within the thirty-day period before the class starts,

or that other extenuating circumstances may arise to cause delay. In these cases the thirty-day requirement may be waived at the discretion of the Appointing Authority).

- C. Employees who submit requests for leave to attend a college or school not accredited by CHEA, DETC or CPE shall be denied educational leave. Also, DRC shall not recognize those degrees or certification(s) as accredited for promotional opportunities.
- D. If the Appointing Authority has several requests for educational leave that meet the above mentioned criteria, they should be prioritized taking into consideration the date the request was received, employee's years of service, the benefit to the organization and any other relevant considerations as designated by the Appointing Authority. It should be noted, however, that final approval or disapproval of a request for educational leave is at the discretion of the Appointing Authority.
- E. The employee must submit a Request for Leave Form (ADM4258) for hours taken for approved educational leave. The employee must submit certified proof of satisfactory completion of the course to the supervisor, or designee, immediately after the course is completed.

Related Department Forms

Request for Release Time for Education

DRC1443