



# EDUCATIONAL LEAVE

PM-50-01

## Section: 50-00, LEAVE WITHOUT PAY

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### **PURPOSE AND SCOPE**

Regular, full-time employees who have completed one (1) full year of continuous employment with City of Memphis Government are eligible to request a leave of absence without pay for furthering their education. Contingent employees are not covered by the provisions of this policy.

### **POLICY**

Educational leave will be granted only for job-related studies that will be beneficial to the City as well as the employee. The original request may not exceed one (1) full year in length; however, educational leave may be considered for extension for one (1) additional year. The request for extension must follow the same procedures for approval as the original request.

A leave of absence without pay is an employee privilege and not an employee right. Therefore, such leave must be requested by the employee in writing and must include justification for the request. The leave will be granted only upon recommendation of the employee's department or bureau head and approval by the employee's Division Director and the Chief of Human Resources(HR).

The following applies:

1. Educational leave of absence without pay may be granted only after all accumulated vacation, bonus days, and other paid time off due to the employee have been exhausted with the exception of sick leave time. Previously earned sick leave time will be frozen on the employee's last day on payroll as well as time accrued toward the three-month period of earning a bonus day.
2. Leave will not accrue while employees are on leave of absence without pay. Accrual of all leave benefits will resume on the first full day the employee is at work after the leave. In the year following the employee's leave of absence without pay, the employee's vacation will be prorated in accordance with PM-46- 02.
3. When an employee returns from leave of absence without pay that exceeded more than thirty (30) calendar days, the employee's current date of employment will be adjusted to exclude the total period of time the employee was on leave of absence without pay. If the educational leave exceeds more than thirty (30) calendar days, it is the responsibility of the employee's Division to notify, in writing, the Division of Human Resources(HR), immediately upon the employee's return to work. The Human Resources Division will calculate the adjusted date of employment and notify, in writing, the employee and the employee's Division Director for record update. The adjusted date of employment shall then govern seniority and the rate of accrual of vacation and sick leave time, reference PM-66-01.



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4. All matters of pension will be governed by the rules and regulations of the City of Memphis Retirement System.
5. Employees returning from education leave will be reinstated to their previously held classifications and will be compensated at their previous rate plus any normal or special adjustments that occurred while on leave without pay. The City, however, is under no obligation to hold the employee's former position.
6. Employees who take approved leave of absence without pay and who wish to continue enrollment in the City of Memphis Health Care and/or Life Insurance plans, must contact the HR Total Rewards Benefits Service Center, to make necessary financial arrangements in accordance with the guidelines and provisions of the plan policy. These arrangements must be completed with the HR Total Rewards Service Center before the end of the first pay period that the employee is on leave of absence without pay. If insurance premiums are not timely received by the HR Total Rewards Benefits Service Center, insurance coverage will be canceled.

### REFERENCE CORRESPONDING POLICIES

- PM-46-02, VACATION LEAVE
- PM-66-01, SENIORITY RIGHTS/ADJUSTED DATE OF EMPLOYMENT