

EDUCATIONAL LEAVES POLICY

Responsibility of	Deans Council
Review by	Deans Council
Approved by	Deans Council May 2, 2025
Revision history	
Next Review	2030

POLICY OVERVIEW

This policy outlines the process by which faculty may apply for a leave for the purposes of furthering their education.

PRINCIPLES

The principles of natural justice, clarity and transparency undergird this policy.

SCOPE

The policy applies to faculty members.

POLICY STATEMENT

At times a faculty member may pursue a leave of absence for the purpose of education in order to further their contribution to teaching and research at BCS. Where deemed a priority for the institution and of benefit to the faculty member, assistance may be given to enable the faculty member to meet their educational goals. It may also be that this benefit is used in conjunction with tuition support (Educational Investment) and part of a specific contract prepared for the circumstances between the faculty member and the institution. These contracts will be prepared in conjunction with Human Resources.

PROCEDURES

The faculty member who receives assistance for a short-term leave is expected to serve two years after each such leave. The faculty member who receives an extended leave is expected to serve for five years beyond the leave, where assistance has been granted.

Deans Council will consider various factors before approving requests, such as, but not limited to; financial status of the institution, need of the training for the department, availability of trained personnel, and the applicant's potential for success.

Faculty members who leave the employment of the Institution before completing the number of years of service required under the assistance agreement will repay according to the following scale:

- 100% of salary and tuition received will be repaid if they leave upon completion of the study leave.
- 90% will be repaid if leaving after one year of service.
- 65% will be repaid after two years of service.
- 40% will be repaid after three years of service.
- 15% will be repaid after four years of service.
- No obligation after five years of service.

The financial status of the school may alter the stated amount of assistance available. It is also understood that the faculty member receiving assistance must pursue all other avenues of assistance (scholarships, fellowships, grants, etc.).

Faculty Education Leave Allocations

Note: The maximum tuition paid for any consecutive leave will be \$30,000.

Priority Basis	LEVEL OF STUDY ENGAGED IN		
	Doctoral	Specialist	Masters
A. High priority for the institution and its programs and for the faculty member's role. High competence demonstrated	100% salary for 16 months 100% tuition	75% salary for 16 months 75% tuition	50% salary for 16 months 50% tuition

	for extended or for short term leaves	for extended or for short term leaves	short term leaves available only
B. Priority for the future plans of the institution and high interest by faculty member	75% salary for 16 months 75% tuition extended or short term	50% salary for 16 months 50% tuition extended or short term	25% salary for 16 months 25% tuition short term only

APPENDIX A

Related Forms/Policies	Moving From Probationary to Continuing Status; Rank and Promotion Policy
Where is this policy published	Faculty Handbook Website
Contact Information	Human Resources