



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Educational Leave

Policy Number: 49

Authority: Ark. Code Ann. § 21-4-211

Revised: July 1, 2017

A permanent employee who is given out-service training may be granted educational leave by the agency director on the following conditions:

Specific Requirements

1. The employee agrees to continue in the service of the agency for a period of time as statutorily required or, in the absence of a specific law, at least twice the length of the course of training.
2. An employee who does not fulfill these obligations is required to pay the agency the total cost, or a proportionate share of the cost, of the out-service training and compensation paid during the training period.
3. A written contract setting forth all terms of the agreement must be signed by the employee and a representative of the agency.

Salary, Rights and Benefits

The amount of the salary paid during the training period will be as agreed on by the employee and the agency director; however, the salary cannot exceed the regular salary paid to the employee.

The employee retains all rights in the position held at the time when leave was granted or in one of comparable security and pay.

The employee retains all benefits and rights during the training period that accrued during that time to regular employees.

Payment of tuition, fees, books and transportation may be made if money has been specifically appropriated by the General Assembly for such purposes or if the Department of Health provides assistance to employees of the department who are seeking a master's degree, a doctor of public health degree, or a doctor of philosophy degree in public health; however, the department shall not provide assistance to more than 12 employees in any fiscal year.