

**EDUCATIONAL LEAVE/TRAINING GUIDELINES**

<b>Type Of Training</b>	<b>Approval</b>	<b>Reimbursement</b>	<b>Reporting</b>
<p><b>Educational Leave/ Elective Training</b></p>	<p>Request submitted in writing to supervisor. Upon approval by unit supervisor, request will be forwarded to division management for further review and decision. Full time employees = 40 hour maximum. Part-time employees based on scheduled workweek. Allowances for VTO employees: 10% VTO – 36 hours 5% VTO – 38 hours 2% VTO – 39 hours See exceptions for part-time physicians.</p>	<p>Only regular work hours will be paid: No reimbursement for travel, tuition, registration, or books. FORM: <u>Request for Educational Leave with Pay</u> <b>Exception:</b> <u>Physicians</u> may receive registration, books and tuition. <u>Nurses</u> may be reimbursed for training offered on weekends or other days off. may receive paid educational leave and tuition reimbursement at current cost of the Consortium, up to \$90 for six CEU's. Must <b>also</b> submit FORM: <u>Request for Tuition Reimbursement</u></p>	<p>Timecards <b>coded 057.</b></p>
<p><b>Home Study- Educational Leave</b></p>	<p>Request submitted in writing to unit supervisor at least 2 weeks before expected course/training. Include a copy of syllabus or other identifying material. Upon approval by unit supervisor, request will be forwarded to division management for further review and decision.</p>	<p>Staff – maximum of 8 hours of home study can be approved in a fiscal years. These 8 hours will be included within the maximum of 40 hours of education leave for full-time employees. Evidence of successful completion, award of CEU's, and employee documentation of hours spent taking course shall be submitted. <b>Exception: Physicians/Nurses</b> will be allowed up to 40 hours of home study each fiscal year for purposes of completing their continuing education requirements for licensure. In addition to the above, must also submit FORM: <u>Request for Educational Leave with Pay</u></p>	<p>Timecards <b>coded 057.</b></p>
<p><b>Educational Leave for Taking Exams or Medical Boards</b></p>	<p>Request submitted in writing to unit supervisor at least 2 weeks before expected course/training. Upon approval by unit supervisor and medical chief, request will be forwarded to division management for further review and decision.</p>	<p>Will accept educational leave requests for employees taking clinical licensure or Medical Boards (2 days). FORM: <u>Request for Educational Leave with Pay</u></p>	<p>Timecards <b>coded 057.</b></p>

## EDUCATIONAL LEAVE/TRAINING GUIDELINES

Type Of Training	Approval	Reimbursement	Reporting
<p><b>Divisional Tuition Reimbursement for Clinical License Course</b></p>	<p>Request submitted in writing to unit supervisor 2 weeks before expected course/training. Upon approval by unit supervisor, request will be forwarded to division management for further review and decision.</p>	<p>Considered for no more than one course for written test preparation and one course for one oral test preparation. Maximum for reimbursement per course is \$200, for a total maximum of \$400.  FORM: <u>Request for Tuition Reimbursement</u>.  <b>Exception: Physicians</b> - Tuition is covered up to \$2000.  FORM: <u>Request for Reimbursement for Professional Dues, Fees, CME Courses, or Clinical Training Materials</u>.</p>	<p>Vacation leave time must be used if the course occurs during a regular work schedule.</p>
<p><b>Inservice Training</b></p>	<p>Advance approval obtained from immediate supervisor.</p>	<p>Division will bear any costs associated with this training, e.g. staff salary, mileage, and materials.</p>	<p>Time cards <b>coded 001</b> for trainings of one to three hours (such as Grand Rounds). Half-day or full-day trainings should be <b>coded 058</b>.</p>
<p><b>Directed Training</b></p>	<p>Initiated by supervisor and must have approval of program manager. All employees are eligible with prior approval.</p>	<p>All costs associated with training will be reimbursed by division including tuition, registration, materials and travel costs.</p>	<p>Time cards will be <b>coded 058</b>.</p>
<p><b>Tuition Reimbursement Program by County Human Resource Department</b></p>	<p>Allow at least two weeks for advance approval from Program Manager and Deputy Director.</p>	<p>Reimbursement of tuition costs for certain workshops with advance approval from Mental Health Services Division and the Human Resources Department. Workshops must focus on furthering skills in a single area of expertise. Conferences offering a variety of subjects are not eligible for reimbursements. Fill out forms completely and legibly. County allows a maximum reimbursement. Check with Payroll Personal Specialist for specific dollar amount. FORM: <u>Request for Tuition Reimbursement</u> <b>Exception:</b> Physicians and Nurses can request both tuition reimbursement and educational leave.</p>	<p>Must be attended on own time during off-duty hours.</p>