

Effective: July 15, 1983

**Human Resources Policy
EMPLOYEE ABSENCE during WORK HOURS to ATTEND CLASSES**

Approved: July 15, 1983
President's Advisory Council

This policy provides uniform guidelines under which employees may take courses during work hours and outlines accounting procedures for such absences. This policy is consistent with the personnel rules of the Pennsylvania State System of Higher Education, various collective bargaining agreements, and the automated leave accounting system.

This policy applies to all employees of Millersville University.

Responsibilities

For teaching faculty, if necessary, specific policies relating to the taking of courses will be promulgated by the Provost.

Non-teaching employees are encouraged to register for classes during periods of time which do not interfere with normal work hours.

Where the above is not possible, courses which are work-related or are part of a degree program may be taken during work hours if approved by the supervisor. Employees may request annual or personal leave to attend such classes during the work day. Absences may also be accounted for through the use of accrued compensatory time. In all cases of absence, the total time away from the job must be accounted for and reported on appropriate leave forms.

The regular work shift (including work hours and lunch period) of an employee will not normally be changed in order to accommodate the taking of classes.

Requests for leave will be made initially by memorandum to the supervisor, outlining the title of the course and listing the specific days, time periods, and total hours of anticipated absence. If approved, the employee will submit "Request for Leave" forms at the end of each week to cover absences during that week. "Request for Leave" forms must be submitted for compensatory leave as well as for annual and personal leave.

Supervisors will review and consider requests for leave to attend classes, keeping in mind their responsibility to provide necessary services and maintain efficiency of operations. Supervisors may disapprove an employee's request for leave if in their opinion an absence would negatively impact upon operational requirements. In no case

will absences of an employee during the work day be approved in order to accommodate more than one course per semester.

In no event will leave be approved for course attendance if such absence would result in a greater cost to the University. For example, such absence will not be approved if it would require the hiring of a temporary replacement or result in the necessity for overtime payments.

Supervisor-approved request for leave slips must be routed through Human Resources along with a cover memorandum from the supervisor indicating how the anticipated absences will be accounted.

Approval by a supervisor of a request for leave to attend a specific course will be considered a firm commitment. The supervisor should not subsequently deny an employee's request for absence during a class period.

Human Resources will review the initial request for leave for consistency with this policy. Approved absences will be recorded and logged so that appropriate summary statistics may be compiled. Such information will include leave approval by department and whether specific courses are work-related or non-work related.