



PERMANENT MEMORANDUM 12

EDUCATIONAL PRIVILEGES, EDUCATIONAL LEAVE, AND SABBATICAL LEAVE

Monitoring Unit: Office of Academic Affairs
Initially Issued: December 12, 2000
Last Revised: February 1, 2015

PM-12, "Educational Privileges, Educational Leave, and Sabbatical Leave" has been updated effective February 1, 2015.

The following is a summary of the changes:

- A. Expanded educational privileges provided under PM-12 to full-time faculty.
- B. Clarification that eligible employees should coordinate their plans for any courses taken with their department chair or direct supervisor to ensure there is no conflict with teaching assignments or other assigned employee responsibilities
- C. Clarification that these educational privileges should not be awarded during shorter more intense academic terms, such as intersessions.
- D. Includes provision for institutions experiencing financial hardship to petition President to request exemption from these provisions including but not limited to suspension of the policy; further limitations in the application of the policy; or a memorandum of understanding with an affiliated institution for financial assistance.
- E. Provides for Sabbatical Leave to be approved at the Chancellor level in accordance with PM-69.

I. EDUCATIONAL PRIVILEGES FOR FULL TIME EMPLOYEES

- A. Full-time (100%) employees (including faculty), who have been employed at least one year in a full-time, permanent position and with prior approval from their department head or supervisor, may register for job related undergraduate or graduate courses at any LSU System campus for up to 6 hours per semester and receive full tuition exemption. For employees who are on fiscal year appointments, up to three clock hours per week of the approved job-related courses may be taken during work time without charge to annual leave. Eligible employees should coordinate their plans for any courses taken with their department chair or direct supervisor to ensure that there is no conflict with teaching assignments or other assigned responsibilities in any given academic term. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

Due to the short summer term, it is recommended that this exemption be limited to three (3) hours during the summer. Additionally, this exemption should not be awarded to shorter more intense academic terms, such as intersessions.

(Please note that the provisions of this policy do not apply to specialized, self-supported educational programs such as the Executive MBA Program. Employees should consult with the Chief Academic Officer on the campus in which they wish to take the course to determine eligibility).

Full time (100%) employees (including faculty), during their first year of employment and with approval from their supervisors, may register, at their own expense, for job-related coursework and be allowed to take the coursework during work time for no more than three clock hours per week. Eligible employees should coordinate their plans for any courses taken with their department chair or direct supervisor to ensure that there is no conflict with teaching assignments or other assigned responsibilities in any given academic term.

Part-time employees are not eligible for the above educational benefits.

- B. Professional staff/administrators who do not hold positions where there is a potential for conflict of interest will be permitted to pursue a doctorate; those in positions where a conflict of interest could exist will continue to be ineligible. The Graduate/Professional School or Office of Graduate Studies on each campus will have the primary responsibility to insure that only those members of the professional staff who are not in positions where the potential for conflict of interest exists are permitted to pursue doctoral degrees.

Although it will be the responsibility of each campus to develop its own procedures, it is suggested that at a minimum the employee, the employee's immediate supervisor, and the chair of the department in which the employee will pursue the degree prepare statements outlining the job responsibilities of the employee and provide an analysis of the independence of the employee's official duties from the department in which doctoral work is to be taken. The Graduate Council on each campus will review the statements and make a recommendation through administrative channels to the Chancellor.

II. INSTITUTIONAL FINANCIAL HARDSHIP

In the event that an institution is experiencing financial hardship, the Chancellor of that institution may petition the President to request exception from this policy. Exception may include, but not be limited to such remedies as suspension of the policy, further limitations in the application of the policy, or a memorandum of understanding with an affiliated institution for financial assistance.

III. EDUCATIONAL LEAVE

Members of the instructional, research, and extension staff on full-time regular academic appointment at the rank of Instructor (or equivalent) or above, and full-time unclassified administrative and professional employees, who have completed three (3) consecutive years of service, may petition for a leave of absence with part pay for not more than one (1) year of study which will culminate in the receipt of an advanced degree within 5 years. Such petition shall set forth the course of study to be pursued, the institution to be attended, an account of the petitioner's prospect for securing an advanced degree, and such other information as may be required. The petition shall be granted only after the Chancellor and the appropriate academic dean or administrative officer have determined that the interests of the University System will be best served by granting such leave and that the petitioner will return to their University duties for at least two (2) years before accepting employment elsewhere. Individuals in positions supported by nonrecurring funds may qualify for educational leave only if the guaranteed period of support for the position is sufficient to cover the period of leave and the required service

subsequent to the leave. Individuals paid from grant or nonrecurring funds will usually need documentation that the cost of the leave is supportable by the funding source.

Educational leaves may be granted by the Board upon recommendations through the President from the Chancellors of the various campuses. The amount of pay to be allowed under such a grant shall be determined in each individual case but in no event shall the pay exceed one-half (2) of the regular salary which would accrue to the petitioner during the period of leave. For the academic employee, the term "regular" refers to the salary of the academic year without presumption of summer-term appointment. If the petitioner, upon taking educational leave, does not return to the University for the required two (2) years, the petitioner shall pay back to the University the amount paid to the petitioner for the leave. For full-time academic employees at the rank of Instructor and above, the period of service completed prior to granting educational leave under this section shall not be counted in considering eligibility for sabbatical leave.

IV. SABBATICAL LEAVE

Full-time academic employees at the rank of Instructor (or equivalent) or above, who have completed six (6) continuous years of service on the campus without having received leave with pay, may petition for sabbatical leave for study and research, the object of which is to enable them to increase their professional efficiency and usefulness to the University. Adequate justification setting forth the plans for each sabbatical leave shall be stated, and report of the accomplishments under each leave granted shall be made promptly upon return from sabbatical leave. Sabbatical leave shall normally be approved for the purpose of seeking a higher degree only under unusual circumstances. Persons employed on a 12-month basis may be granted 12 months' leave with one-half pay or six months' leave with full pay. Persons employed on a 9-month basis may be granted 9 months' leave with one-half pay or four and one-half months' leave with full pay.

Persons in positions supported by nonrecurring funds may qualify for sabbatical leave only if the guaranteed period of support for the position is sufficient to cover the period of leave and the required service subsequent to leave. Persons paid from grant or nonrecurring funds will usually need documentation that the cost of the leave is supportable by the funding source. The Chancellor shall, after receiving requests from the appropriate academic dean or other administrative head, make recommendations for sabbatical leave. A member of the academic staff who is granted sabbatical leave shall be required to return to their University duties for at least a year before accepting employment elsewhere. A condition for the granting of a sabbatical is the potential benefit the university will receive as a result of the sabbatical. Under unusual circumstances, persons may accept employment during sabbatical leave if such employment is approved in advance by the Chancellor and the President as supportive of purposes of the leave.