EDUCATIONAL LEAVE

An employee is encouraged to schedule classes during off-duty hours, whenever possible. When a class cannot be scheduled during off-duty hours, the supervisor may adjust the employee’s work schedule, if doing so will not interfere with the normal efficient operations of the work unit. When a class cannot be scheduled during off-duty hours and the supervisor cannot feasibly adjust the work schedule of the employee, the employee may be allowed to take annual leave or may be granted leave without pay in order to attend classes.