



Leave – Educational (6.22.14)

PURPOSE

The purpose of this policy is to establish the criteria and process regarding educational leave for employees at Tennessee State University.

POLICY

Please refer to [TBR Policy 5:01:01:13](#), Educational Leave, for the most recent information.

PROCEDURE

Requests for educational leave for regular employees must be approved in advance by the President. Such approval must specify the length of the leave which normally should not exceed twelve (12) months.

Each request for leave will be evaluated on its own merits and approval will depend upon the evidence provided as to the enhancement of the employee's value to Tennessee State University resulting from the leave.

Form – [Leave of Absence \(non-FMLA\)](#)

REFERENCE

[TBR Policy 5:01:01:13](#)

Updated 7/2014