**Educational Leave***

Official educational leave with pay may be granted to full-time (100%) OCES professional staff for up to three weeks (15 working days) per calendar year to pursue planned professional improvement. This leave is subject to satisfactory job performance and administrative approval. Educational leave may be approved for an employee only when it is for the benefit of the Oklahoma Cooperative Extension Service and contributes directly to the professional growth of the employee. Extension professional field staff requesting educational leave must have completed a six month period of continuous employment prior to leave.

Accumulated annual leave may be combined with official educational leave to the extent earned by the individual, subject to the approval of his or her supervisor. Educational leave may be used for in-state or out-of-state credit or non-credit courses as well as other approved professional development opportunities. The “Educational Leave Request Form” is to be used when requesting official educational leave. Employees paid from grant contract monies are not eligible for this benefit.

Educational leave may be applied to the time required for travel and participation in the approved activity. Educational leave may not be applied to outside assignments or out-of-class preparation.

Forms are available at: [http://intranet.okstate.edu/staff_development](http://intranet.okstate.edu/staff_development).

*References – OCES Policy-Procedures Guidelines*