LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

EDUCATIONAL TIME

Policy:_____

To establish guidelines for both classified and unclassified personnel in regard to attendance at educational events.

Procedures:

1. Classified and unclassified employees whose job requirements include hosting, teaching and/or other forms of educational involvement shall report hours spent off campus providing these services as regular hours worked.

2. Classified and unclassified employees who are mandated to take certain educational courses in order to perform their work and/or up-grade their skills, shall report those hours as regular hours worked. Prior approval from their supervisor shall be required.

3. Both classified and unclassified employees who choose to take any educational offerings, whether they are provided on campus or off campus, may request special leave for those hours attended. These include classes or courses required for licensure or certification. Special leave is paid at base rate and is approved at the discretion of the supervisor.

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Administrator

____7/21/04___________
Date

Written: 6/96
Reviewed: 11/98
Revised: 5/01, 6/04
Approved by Clinical Board: 5/15/01, 7/20/04