

Here's the correct language regarding our ed-leave.

9.11 **EDUCATIONAL LEAVE**: Employees may be eligible for educational leave as follows:

9.11.1 A regular monthly employee may be granted permission to enroll in a college course that meets during his/her regularly scheduled workday, provided:

9.11.1.1 The course is part of a training program approved by the department head to improve the employee's performance in the position he/she holds; and,

9.11.1.2 Additional funds will not be required nor will the department's workload be adversely affected by the absence.

9.11.2 The appropriate manager, with the approval of the President (or designee) or the Chancellor (or designee), may approve the employee's request to attend such courses:

9.11.2.1 With an adjusted work schedule of equivalent hours, up to a maximum of six (6) adjusted hours per week; or,

9.11.2.2 With reduced pay.

9.11.3 Upon application, and recommendation of the appropriate supervisor and department head, the Chancellor or designee, may grant to a regular monthly employee, leave with pay and/or expenses, or, leave without pay and/or expenses (as stipulated prior to attendance) for educational conference or in-service training which, in the sole discretion of management, will improve District operations of the ability of the employee to more effectively perform his/her duties.

9.11.3.1 Where any such request is subsequently denied, the employee shall be furnished, in writing, within five (5) working days, reason(s) for such denial. Any such denial shall be neither arbitrary nor capricious.