

KEWEENAW BAY OJIBWA COMMUNITY COLLEGE

CAREER DEVELOPMENT / EDUCATIONAL LEAVE REQUEST

The College's educational support program is designed to help employees further develop their job skills or fulfill their professional development plans. To be eligible, employees must have completed the ninety-day (90) probationary period and have their supervisor's approval to ensure it does not interfere with other job duties.

For full-time employees they are allowed up to four (4) hours per week with pay to attend classes.
Travel time may be considered.

One course taken at KBOCC will be offered free of charge to any full-time staff member. Course books and supplies are the financial responsibility of the employee. A record of training/education shall be provided by the employee to be maintained in their personnel file. If you were to drop-out or withdraw from the course the employee will be responsible for paying back the college. If you agree to these terms and conditions sign and date below.

Employee Name: _____ Dept. _____ Date: _____

TRAVEL TIME TO ATTEND CLASS (IF APPLICABLE):

Traveling to:	Approx. Total Distance:	Approx. Total Travel Time:
	Miles	

EMPLOYEE MUST SUBMIT A COPY OF CLASS REGISTRATION/SCHEDULE

**PLEASE IDENTIFY THE DAY AND TIME OF CLASS FOR WHICH YOU ARE REQUESTING
CAREER DEVELOPMENT / EDUCATIONAL LEAVE:**

Date Course Starts:		Date Course Ends:	
Course that you are taking:	Day or Days of Course:	Time the Course starts and ends:	

Employees must document educational leave on their time sheet for departmental tracking purposes. Please use "O" for Other Leave and write "Educational Leave" in that box. Employees must also submit a record of the completed course to their supervisor and administrative assistant as part of their personnel record.

Employee Signature _____ Date: _____

Approve: Yes No Supervisor Signature _____ Date: _____

**Cc: KBOCC Human Resources Office
Supervisor
Employee**