

**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 probationary period and have their supervisor's approval to ensure it does not interfere with other job duties. Full-time employees are allowed up to four hours per week with pay to attend classes.

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.

Employee Name: _____ Dept. _____

Beginning & Ending Dates of Class: From: ____/____/____ to ____/____/____

PLEASE IDENTIFY THE DAY AND TIME OF CLASS FOR WHICH YOU ARE REQUESTING LEAVE:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Begin					
End					

EMPLOYEE MUST SUBMIT A COPY OF CLASS REGISTRATION/SCHEDULE WITH THIS FORM

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 _____

Approve: Yes No President Signature _____ Date _____

CC: OCC Human Resources Office
Supervisor
Employee