

EDUCATIONAL OPPORTUNITIES OPTIONS

Each of the policies with a "PS" number is part of the Penn State Policy Manual available in your office; consult the appropriate policy for further information.

Permission for regular full-time Penn State employees to participate in any of these educational policies is a privilege, not a right of employment. All employees are encouraged to avail themselves to opportunities for professional career counseling through appropriate Penn State units including Staff Development.

<u>PS #</u>	<u>Title</u>	<u>Eligibility Requirements</u>	<u>Other stipulations</u>	<u>Benefits</u>	<u>Process</u>	<u>Follow-up Requirements</u>
PS-16	Leave of absence without salary	Any staff member, regardless of length of service, for educational purposes.	For <u>formal study</u> leading to a degree or acquisition of expertise that promotes interest of the University as well as those of the staff member.	Leave without pay, but with University benefits continuing; employee pays benefits.	Initiate formal request via County Extension Director (CED)/ Regional Director (RD).	Return to active service.
PS-17	Sabbatical leave	Any extension staff member with six or more continuous years of service within Penn State.	For graduate study.	Salary based on percent of contract on leave; see PS-17; benefits continue.	Application form submitted via CED/RD to Dean once annually, usually in September; approved by Penn State Board of Trustees.	Return for full contract year of service. Submit a report to the President within two months of return.
PS-18	Graduate study leave of absence	Any extension staff member with two years of continuing employment with Penn State.	For graduate study at any accredited institution of higher learning.	Stipend of \$4200 for either two semesters or 12 months; benefits continue.	Submit via CED/RD to Dean: application form, personal justification, and Graduate School acceptance.	Return for two consecutive years of service.

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PS-36	Educational privileges	Full-time employee	Grant-in-aid for up to 16 credits per academic year, any PS campus.	75% tuition grant-in-aid, request at time tuition is paid.	Complete registration/ schedule adjustment forms.	Regular employment continues. Can use with other PS policies.
PS-37	Grant-in-Aid for Dependents --	Spouse or unmarried child(ren) of full-time employee	Spouse benefit begins two (2) years after employee starts.	Same as PS-36.	Same as PS-36.	Regular employment of full-time employee continues.
PS-65	Graduate Study Grant	Full time employee assigned away from UP.	Reimburse 50% of tuition based on itemized receipts from any accredited institution offering appropriate graduate degree and located within reasonable commuting distance to one's work location.	Reimbursement limited to 75% of the value of 16 PS credits per academic year.	Submit application and receive approval prior to scheduling any course work. PS form submitted via CED/RD/SD Manager.	Submit itemized receipt from approved institution to SD Manager for reimbursement.
	Extension Study Leave Policy (internal to PS Cooperative Extension)	One full-year extension employment; one person per county per year.	Supports short-term leave for out-of-state programs such as Minnesota Extension Summer School.	Support 1/2 of approved tuition and/or registration fees.	Submit application to CED/RD prior to beginning of leave requested.	Submit to RD itemized receipt and one-page critique of the educational experience.