



Educational Leave and Reimbursement Policy

I. PURPOSE

The purpose of this policy is to establish a process for Agency employees to request Educational Leave and receive reimbursement for attending job related training or university course work.

II. APPLICABILITY and SCOPE

This policy applies to all DFA employees.

III. POLICY

Pursuant to available funding, employees must request, in advance and in writing, approval for Educational Leave and/or tuition reimbursement through the proper chain of command from the agency head. All requests for Educational Leave must relate to the employee's current job or a career series within the agency and demonstrate value to the agency. It is the agency's intent that employees share in the responsibility for Educational Leave.

Educational Leave:

Supervisors must consider the following factors when reviewing requests for educational leave: the degree of need and job relevance of requested training or education, budgeted funds availability, workload, service considerations, and/or a flexible work schedule to ensure coverage, concurrence with employee's development plan, and other relevant considerations necessary to accomplish agency priorities.

Short Term Approval:

Short-term Educational Leave may be granted with pay or authorized leave without pay. If an employee is on probationary status the request may be considered upon a successful six (6) month review.



Policy and Procedures

Human Resources

Long Term Approval:

Long-term Educational Leave with pay shall be limited to a maximum of four (4) hours per work week, unless otherwise approved by the Agency Head.

Short Term or Long-Term Approval:

Short-term and long-term educational authorized leave without pay may be granted in accordance with the Agency's Leave Request and Approval Policy, Leave Without Pay section.

Request and Notification of Educational Benefits:

Employees who request educational benefits shall be notified in writing regarding the disposition of their request. Notification shall also be sent to the immediate supervisor and the Human Resources Representative.

Supervisor Assigned Workshops and Seminars:

Supervisor assigned workshops, seminars, and conferences are considered work time and do not require educational leave.

Non-Compensable Time:

Study assignments, reports, homework, etc., shall be completed outside work hours and is non-compensable time. Class attendance or travel time during non-work hours are considered non-compensable time. Employees on full-time Educational Leave with pay shall not accrue annual or sick leave. Employees who are working part-time, while on Educational Leave, shall accrue annual and sick leave on a prorated basis.

Educational Leave with Obligations:

Employees who are granted paid Educational Leave for training in excess of 100 work hours in a calendar year shall agree, in writing, to continue with the Agency for a period of time equal to three (3) times the period of training.

Education Leave Decisions/Complaint Resolution:



Policy and Procedures

Human Resources

Employees dissatisfied with Educational Leave and reimbursement decisions may file a formal complaint in accordance with the agency's Complaint Resolution Policy.

Tuition Reimbursement:

Expense Reimbursement:

Tuition expenses shall be paid to the employee on a reimbursement basis and shall include proof of satisfactory class completion (i.e. equivalent grade of "C" or better) and copies of receipts of payment for tuition.

Tuition Reimbursement and Authorization to Recover Reimbursement:

Tuition reimbursement for the semester shall be based on the tuition charged a New Mexico resident attending a state-supported school, such as the University of New Mexico or New Mexico State University. Also required is an authorization to recover reimbursement in the event the employee leaves the agency for up to a year following tuition reimbursement. Reimbursement for educational expenses shall not include per diem or mileage, textbooks, and other non-course related fees.

IV. PROCEDURE:

Request for Short-Term or Long-Term Educational Leave:

Employees requesting short-term or long-term Educational Leave shall complete the agency's request for Educational Leave and/or Tuition Reimbursement Form and forward it through their chain of command for advance approval.

Supervisor and Manager Review:

Supervisors and managers shall review the request to ensure that the requested activity and the employee are eligible for Educational Leave benefits and that appropriate documentation has been attached. Prior to



Policy and Procedures

Human Resources

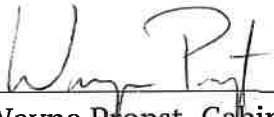
reimbursement employees must submit a copy of final grade in addition to Tuition Reimbursement Form.

Agency Head Review:

The Agency head will review the request to ensure that the requested activity is compliant with this policy, including budget availability for tuition reimbursement, and approve or disapprove the request.

Completed paperwork shall be submitted to the Human Resources Representative for tracking and filing.

- V. **REVIEW APPROVAL.** This Department of Finance and Administration Educational Leave and Reimbursement Policy is effective upon the signature of the cabinet secretary.



Wayne Propst, Cabinet Secretary

12/18/24
Date



APPENDIX A
ACKNOWLEDGMENT AND AGREEMENT FORM

I, _____, acknowledge that I have received a copy of the Department of Finance and Administration Educational Leave and Reimbursement Policy, effective upon the signature of the cabinet secretary.

Further, I acknowledge that I have read this Policy and understand its contents, including all my associated duties and responsibilities. Moreover, I understand potential disciplinary procedure connected to those duties and responsibilities.

By signing this Acknowledgment Form, I affirm that I will abide by my incumbent duties and responsibilities located in the Policy, and I understand that disciplinary action may in fact be taken in the absence of my compliance with this Policy.

Employee Print Name

Date

Employee Signature