

**CITY OF PORTSMOUTH**  
**ADMINISTRATIVE POLICY**

**#32**

**July 1997**

**SUBJECT:** Educational Leave

Educational leave may be granted to employees for study closely related to their present job or for future professional development in conjunction with advancement possibilities with the City. Requests for educational leave should be submitted to the Department Head and will require the approval of both the Department Head and the City Manager.

To qualify for this benefit, employees must be full-time, with at least one year of service. Educational leave may be granted for up to one year. It is understood that educational leave will be granted without pay or benefits. Also, annual and sick leave will not be accumulated during the period of educational leave. Employees who return to work on the agreed upon date at the completion of their educational leave, however, will be credited with continuous service.