

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: EDUCATIONAL LEAVE

POLICY NO. 756.1

PURPOSE:: To govern educational leave.

POLICY:: An educational leave, not to exceed one year, may be granted to a permanent employee who has had at least one year of continuous service with the Department, provided that the employee:

1. Has demonstrated interest and capability for the work.
2. Will pursue a course of study that will significantly add to his or her effectiveness on the job, and be of benefit to the County.
3. Presents evidence of having been accepted by an accredited school.

When such leave is for longer than six (6) months, it is subject to approval by the Director of Personnel.

AUTHORITY:: Civil Service Commission Rules

EFFECTIVE DATE: Aug 16, 1978

SUPERCEDES: November 24, 1975

APPROVED: Signature on File
