

Professional Staff  
Paid Educational Leave

**APPLICATION PACKET**

For PEL Funding:  
Beginning on or after July 1, 2008  
and  
Ending on or before June 30, 2009

Original plus 10 copies of Completed Applications  
and All Supporting Documents  
Must Be Submitted to Your Unit PEL Representative

**Application Deadline:  
4:00 pm on April 11, 2008**

The Paid Educational Leave Committee is a division of the Professional Staff  
Association of the Maricopa Community College District

The Maricopa Community College District does not discriminate on the basis of  
race, color, national origin, sex, handicap or age in application, admission,  
participation, access and treatment of persons in instructional or employment  
programs and activities.

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INTRODUCTION

**Background**

The Maricopa Community College District, in agreement with the Professional Staff Association, established the Paid Educational Leave policy in the 1986 Meet and Confer Sessions. The purpose of a Paid Educational Leave is to provide Professional Staff Employees an opportunity for career and professional growth through the completion of a Bachelor's, Master's or Doctoral degree.

**Administration**

The Paid Educational Leave Committee consists of one Professional Staff employee from each of the Maricopa Community Colleges and the District Office, and one advisor from the Chancellor's Executive Council. The duties of the Committee are: to prepare and distribute policy information and application forms; screen applicants and select recipients; and, administer funding for replacement personnel.

**Eligibility**

A Paid Educational Leave may be granted to a regular full-time employee with a minimum of (6) years or 12,500 hours of consecutive service with the District as a regular Governing Board approved employee at the time the leave would begin. Applicants must be able to provide evidence that the degree program they are pursuing will be completed at a regionally accredited institution during the time of the leave. Employees granted leave will be required to sign a contract and promissory note with the District agreeing to return and work twice the amount of leave time granted.

**Duration**

The total amount of time an employee may be granted for Paid Educational Leave(s) during his or her employment with MCCD is one (1) year. If an employee is granted a Paid Educational Leave of less than one year, he or she will be eligible for an additional Paid Educational Leave three (3) years after returning to work.

**Compensation and Financial Arrangements**

The rate of pay for an employee on Paid Educational Leave will be one hundred percent (100%) of their regular salary. Flex benefits, as selected by the employee, will remain in effect during the leave. Vacation and sick leave will not accrue during the time of the leave. Employees on Paid Educational Leave will receive all salary increases, for which they are eligible that may occur during the time of their leave.

### **Additional Information and Considerations**

The recipient of a Paid Educational Leave will return to his or her previous position or to one of equal grade and step or to a position agreed to prior to the leave. While on leave, the employee may not participate in voluntary services to the College/District/Professional Staff Association governance and/or committees. The granting of all Paid Educational Leaves is subject to the availability of funds. Funding cannot cross the Fiscal Year.

Note: The information provided in this application packet is a general summary of the requirements, procedures, and conditions for the granting of Paid Educational Leaves. Applicants may request a copy of the complete Paid Educational Leave Policy (as adopted by the Paid Educational Leave Committee and approved by the Vice Chancellor of Human Resources) from their Unit PEL Representative.

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APPLICATION PROCESS

1. Information and assistance with the application process for Paid Educational Leave (PEL) may be obtained from your Unit PEL Representative. The Representatives for each unit and their phone numbers are listed below:

Chandler Gilbert Community College	Lizabeth Price	480.732.7170
District Office	Chris Gunter	480.731.8743
Estrella Mountain Community College	Terri Propes	623.935.8139
GateWay Community College	William Tuoy-Giel	602.286.8472
Glendale Community College	Crystal Cordova	623.845.3030
Mesa Community College	Lisa Smith	480.654.7808
Phoenix College	Ariyana Skauge	602.285.7872
Paradise Valley Community College	Julie Hamel	602.787.7773
Rio Salado Community College	Felicia Ramirez-Perez	480.384.9101
Scottsdale Community College	Robbie Zellitti	480.423.6279
South Mountain Community College	Annabell Galindo	602.243.8119

2. The following items will be required with each application:
  - A completed PEL Application.
  - A letter stating:
    1. Your degree objectives;
    2. Justification for granting you a PEL; and
    3. Supporting statement that the degree is career oriented or job related and how it benefits the District.
  - A letter of acceptance from the university you plan to attend indicating acceptance into the college/program of your degree objective.
  - A copy of your degree program completed by your university program advisor (showing course work completed to date and remaining course work to be completed in order to obtain your degree). In addition, you must show the proposed sequencing of courses throughout your leave by semester.
  - One (1) copy of transcripts from all regionally accredited colleges or universities you have attended. While there is no GPA requirement for PEL, your combined cumulative GPA from all institutions is used when evaluating your application.
  - Two (2) letters of reference from persons who can attest to your professional qualifications and/or academic abilities. (i.e.: letters from your supervisor, college president, current or past instructors, etc.)

- A signed Notice of Paid Educational Leave Application.
3. Your completed application and all supporting documents must be submitted to your Unit PEL Representative at the same time. Incomplete applications and/or applications with incomplete supporting documentation will be returned to the applicant.
  4. Your Unit PEL Representative will note the date and time your application materials were received and will submit them to the PEL committee for review. Application materials submitted after the published deadline will be returned to the applicant.
  5. The PEL committee will review all applications to determine whether or not the applicants have met basic eligibility requirements and have submitted all required information and documentation. The committee will return all materials submitted by any applicant who does not meet basic eligibility requirements or whose application materials are incomplete.
  6. The committee may request individual verbal interviews with applicants. In the event that two or more applicants are deemed by the committee to be equal in qualifications and justification to receive a PEL, but funding is not available for all such applicants, the applicant(s) will be granted leaves based on the date of receipt of their initial application.
  7. If the applicant is awarded a Paid Educational Leave, he/she will be required to:
    - A. Sign the contract and promissory note with the District which outlines the conditions and stipulations of the leave.
    - B. Provide an Administrative Authorization form, signed by the applicant's immediate supervisor, Dean or Department head, the College President/Vice Chancellor. It is the responsibility of the applicant to discuss and determine, with his/her College President/Vice Chancellor, the position he/she will be assigned upon his/her return from leave.
    - C. Provide written notification and verification to his/her President/Vice Chancellor, and the Chairperson of the Paid Educational Leave Committee of enrollment in his/her degree program within thirty (30) days thereof for each semester/term.
    - D. Provide proof of completion of his/her degree within sixty (60) days of returning to work.

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NOTICE OF PAID EDUCATIONAL LEAVE APPLICATION

**To the applicant:** Please sign this form which signifies your intent to apply for a Paid Educational Leave of absence. Forward the form to your immediate supervisor for his/her signature. This form must be completed and returned along with the other application requirements to your unit PEL representative by:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**To the supervisor:** This form is to notify you that your employee \_\_\_\_\_, intends to apply for a Paid Educational Leave of absence for the time period from \_\_\_\_\_ to \_\_\_\_\_. If the PEL Committee determines that your employee has met all of the requirements for an educational leave of absence and selects your employee for a leave, you will be asked to complete an authorization form.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College President/ Vice Chancellor

\_\_\_\_\_  
Date