



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

April 24, 1997

Effective Date: May 15, 1997

COMMISSIONER'S POLICY STATEMENT NO. 41

EXTENDED EDUCATIONAL LEAVE

Extended Educational Leave is a leave of absence for educational purposes, including any type of professional development opportunity and/or field training assignments, with full pay, part pay, or without pay, which extends beyond five consecutive work days or which aggregates to more than five work days in a calendar year (January 1 - December 31). Such a leave is granted to enable the employee to study or receive training which will increase his/her proficiency in his/her position. This educational leave is separate and distinct from any contractually established or granted educational leave.

It shall be the policy of the Department of Mental Health and Addiction Services to offer this opportunity to employees of the Agency in an effort to provide an avenue for career development which may otherwise not be available to them, provided that:

1. the employee is a permanent full-time employee of DMHAS and has completed at least three (3) years of service with this Agency (which may under certain circumstances, include service with either of the DMHAS predecessor agencies) prior to the start of the leave;
2. the course of study is directly related to the employee's role, function and career path and supports the mission of DMHAS, and furthermore, it can be demonstrated that the Agency and the population it serves will benefit in some tangible way from what the employee has learned;
3. the leave will not interfere in any way with the effective performance of essential activities or objectives of the Agency;
4. the course of study is only available during the employee's regular working hours and, more cost-effective means of attaining the desired knowledge and skills are not available;
5. the employee is deemed suitable for leave based upon her/his qualifications and performance, namely (demonstrated leadership, knowledge of the job, good or excellent performance, evidence of commitment to State service, and other qualities indicating that the employee and the Agency will benefit by additional training; and
6. the leave does not extend beyond one academic year of study at a time.

(AC 860) 418-7000

410 Capitol Avenue, P.O. Box 341431 • Hartford, Connecticut 06134

An Equal Opportunity Employer

Commissioner's Policy Statement No. 41 continued

The Human Resource Education and Training Committee shall convene not less than quarterly specifically to evaluate employee requests for extended educational leave. In order to ensure fair, non-discriminatory and consistent treatment of all employees, for purposes of reviewing extended educational leave requests, this committee's usual membership shall be supplemented to guarantee inclusion of Office of the Commissioner representatives from Human Resources (1), Labor Relations (1), Affirmative Action (1), Fiscal (1) and Education and Training (1 Addiction Services, 1 Mental Health).

In instances where the above provisions are at variance with collective bargaining contracts, the contract shall take precedence. Employee requests for extended educational leave shall be processed in accordance with Department of Mental Health and Addiction Services Human Resource Procedure AC 230 D 11.



Albert J. Solnit, M.D., Commissioner

AJS:jak:dm

This directive replaces Commissioner's Policy Statement No. 41, dated October 29, 1986.