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Section 11.6 - Educational Leave for Registered Nurses

- a) Each July 1 a credit of forty (40) hours per year shall be granted for educational leave for all full-time nurses. Educational leave will be accumulative to a maximum of eighty (80) hours. Educational leave for part-time nurses will be prorated. There shall be a three (3) month waiting period for all nurses hired after the execution of this contract. However, each nurse who uses any time earned between three (3) and six (6) months must sign a note which states that the nurse will authorize a deduction from the nurse's last paycheck for the time used if the nurse leaves County employment within one (1) year of the date of hire.
- b) The individual nurse shall decide the educational program in which they shall participate. It is understood that all use of educational leave shall be principally related to nursing practices within the County.
- c) Details in the written application for educational leave shall include but not be limited to the course, institute, workshops, classes, or homestudy subjects, hours, faculty and purpose of taking the course, seminar, etc. The application shall be received by the Administration no less than ten (10) working days prior to the requested date of leave of absence. At least five (5) working days prior to the commencement of the leave of absence date, the Administration shall respond in writing to the nurse. When notification of a course is received less than ten (10) working days prior to the course date, Administration may consider approval.
- d) In all instances set forth above, the leave request shall be subject to approval by the Department. Such leaves shall not unduly interfere with staffing requirements for patients' care or duplicate comparable training offered by the Department. The Department agrees that it shall not unreasonably withhold approval.
- e) Proof of attendance may be requested by the Department. The nurse may be requested by the Department to report such activity in writing.
- f) Every effort shall be made to arrange scheduling for the individual nurse's use of educational leave time.
- g) If the educational leave request falls on the nurse's day off, the education time will be charged to educational leave at the rate of one (1) hour for each contact hour completed, and the nurse will be paid their base salary hourly rate for the hour(s) charged. ~~the nurse shall select one of the following:~~
 1. ~~The day will be charged to educational leave and the nurse will have a day added to the nurse's Paid-Time Off balance, or~~

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~~2. The day will be charged to educational leave and the nurse will be given another day off during the pay period, or~~

~~3. The day will not be charged to educational leave.~~

- h) Participation in the Registered Nurses Unit educational leave program shall not alter the RN's nurse's right to benefits included in the Professional Development Fund Section of this Agreement.
- i) The County shall provide three (3) courses approved by the Board of Registered Nursing for continuing educational credit, provided qualified instructors are available and interested. The County is under no obligation to hire additional instructors.
- j) Educational leave for homestudy courses will be paid at the rate of one (1) hour for each contact hour completed. A copy of the certificate verifying successful completion is required for educational leave to be paid and shall be presented for payment by the nurse within one (1) month from the date the hours were earned.
- ~~k) So long as the nurse has sufficient accrued educational leave, all homestudy courses and continuing education courses certified by the BRN and accredited by the State of California for re-licensure qualifies for education leave unless otherwise determined by the BRN.~~
- l) Educational leave granted for homestudy courses shall not be counted toward the base period in calculation of overtime.

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