



Personnel Policies

CITY OF WESLACO,
TEXAS

EDUCATIONAL LEAVE OF ABSENCE

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The City encourages its employees to attend educational conferences and take self-improvement and job-improvement courses, which are related to their work. Additional education is one of the measures used in making recommendations for advancement and promotion. Unless required by the City or otherwise approved by the City Manager, all courses and conferences are at the employee's expense.

Leave without pay may be granted to regular full-time or regular part-time employees for the purpose of furthering their education, so long as such studies are deemed to be of value to the City and of a beneficial nature to the employees in performing their current duties. Educational leaves may not exceed twelve (12) months duration.

Prior approval by the Department Head and the City Manager is required for educational leave. An employee granted an educational leave of absence without pay will retain their original service date, but will not accrue any fringe benefits while on leave.

Employees returning from an educational leave in excess of thirty (30) calendar days' duration will be subject to reinstatement on the same terms as are applied to employees returning from disability leave.