

## #5.19

### CONTINUING EDUCATION

**PURPOSE:** To provide for eligible employees to access available budgeted time and funding for continuing education.

**APPLICATION:** All continuing education budgets shall be included in this Policy.

**PROVISIONS:**

1. All Pastoral and Program employees may be provided with a continuing education budget and up to two (2) weeks of study time in each calendar year.
2. Continuing education budget and unused study time may be carried over to the next calendar year if necessary due to timing and scheduling issues.
3. Continuing education budget and unused study time may be carried over to the next two (2) calendar years for pre-approved plans that exceed a two (2) year budget and allotted time away from the Chapel. Continuing education budget shall not be carried over for more than three (3) years.
4. Continuing education budgeted dollars may be used for travel expenses, study purposes, software and resource materials for home study and other projects that fall within educational parameters and approval by the Pastor.

**RESPONSIBILITY:** The Pastor shall approve or deny all proposed continuing education requests of Program employees. The Chairperson of the Personnel Committee shall approve or deny all proposed continuing education requests of the Pastor.