Policy Name: Lumberjack Education Assistance Program

Policy Number: 12.5

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/24/2018

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy permits active benefits-eligible employees of the university, their spouses, and dependents to participate in the Lumberjack Education Assistance Program (LEAP) provided eligibility requirements are met.

Reason for the addition, revision, or deletion (check all that apply):
- Scheduled Review
- Change in law
- Response to audit finding
- Internal Review
- Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: This policy change supports the university's strategic goal to attract and support high-quality faculty & staff.

Specific rationale for deletion of policy:

Additional Comments:

Policy name changed from Employee Scholarship Program to Lumberjack Education Assistance Program.

Reviewers:

Dr. Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Employee Scholarship Program—Lumberjack Education Assistance Program

Original Implementation: January 28, 2003
Last Revision: April 18, 2024

Purpose

This policy permits active, benefits-eligible employees of the university, their spouses, and dependents, as well as certain graduate assistants to participate in the Lumberjack Education Assistance Program (LEAP) provided eligibility requirements are met.

General

Active benefits eligible employees of the university, their spouses and dependents are eligible to participate in the Lumberjack Education Assistance Employee Scholarship Program (LEAP) provided eligibility requirements are met. This policy permits full-time employees and certain graduate assistants to take a course during working hours. Detailed program and eligibility requirements can be found on the human resources website. The program is designed as an employee benefit initiative and is Benefits under the program are subject to the availability of specific funds in the university budget. The university is not required to make funds available in any given fiscal year. The widow or widower and dependent children of an individual who died while employed at the university shall also be eligible for the Employee Scholarship Program.

Full-time employees and certain graduate assistants who meet specific eligibility requirements are permitted to take a course during working hours. However, participation in the program does not supersede regular work responsibilities. If departmental workloads permit, full-time employees may take one course per semester of either three or four semester credit hours during working hours. An employee’s supervisor must approve the time off for the class, and also approve make-up work arrangements for time missed. If work cannot be made up, an employee must turn in vacation or comp time for work time missed. See Employee Enrolling for Courses (12.4). Exceptions to the policy will be considered, but approval must be obtained from the employee’s supervisor and appropriate vice president.

Benefits under the program are subject to the availability of specific funds in the university budget. The university is not required to make funds available in any given fiscal year.

The university complies with federal and state tax regulations governing any applicable taxability, tax reporting, and/or withholding of taxes on the Employee Scholarship Program. The value of any taxable tuition and fee benefits paid by the LEAP Employee Scholarship Program...
Scholarship Program will be included as taxable income on the employee’s annual Wage and Tax Statement (W-2) and will be subject to tax withholdings.

**Cross Reference:** None

**Employee Enrolling for Courses (12.4)**

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Vice President for Finance and Administration

**Forms:** Employee Educational Assistance packet: http://www.sfasu.edu/hr/115.asp.

**Board Committee Assignment:** Academic and Student Affairs