

Lumberjack Education Assistance Program

Original Implementation: January 28, 2003

Last Revision: April 18, 2020

Purpose

This policy permits active, regular (100% FTE) 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

Detailed program and eligibility requirements can be found on the human resources website. The program is designed as an employee benefit initiative and is subject to available resources.

Full-time employees and 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, 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. Exceptions to the policy will be considered, but approval must be obtained from the employee's supervisor and appropriate vice president.

The university complies with federal and state tax regulations governing any applicable taxability, tax reporting, and/or withholding of taxes on the Lumberjack Education Assistance Program. The value of any taxable tuition and fee benefits paid by the LEAP 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

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