

Educational Leave and SPRU/Screeners Information

What is Educational Leave Time?

Educational leave is authorized leave time that allows you to participate in MCWEP without requiring the use of your personal time or flextime.

How often am I issued Educational Leave Time?

MCWEP replenishes your Educational Leave time bank twice a year. You receive a block of time from July to December and then January to June.

Do I need to complete any type of educational leave paperwork?

No. MCWEP is a different type of program that does not have to complete the leave request forms to get approved for educational leave. We take care of that for you.

How do I know how much educational leave time I get?

MCWEP calculates the following:

- Travel times from your local office to the university
- Number of classes per semester
- Estimation for traffic
- Number of MCWEP related events
- Number of school related events (trips, symposia, retreats, etc.)
- Number of days per week in field

Once we have determined the number of hours to assign for the 6-month period, we send that information to ECATS so they can set it up within the system and you can begin to draw from it.

How do I apply Educational Leave time on my ECATS?

You select the Educational Leave time just as you would any other type of leave time – sick, vacation, administrative, etc.

What do I do if I run out of Educational Leave time?

Email MCWEP@stockton.edu and we will contact ECATS and increase your educational leave bank.

Occasionally our estimations and projections might be under and we need to adjust the amount of hours previously authorized.

When am I supposed to use Educational Leave time?

Educational leave time is authorized for the following:

- Attending classes
- Field placement interviews
- Internship
- Professor meetings
- Any MCWEP sponsored event
- Class trips, symposia, conferences, etc.

When in doubt, email MCWEP@stockton.edu and ask us. We will be happy to clarify.

When am I not allowed to use Educational Leave time?

Some examples include:

- Studying
- To do homework or write papers
- To prepare for an exam being administered online at night
- Taking 7 hours of educational leave for a field placement interview
- Graduation

When in doubt, email MCWEP@stockton.edu and ask us. We will be happy to clarify.

Does someone check to make sure I am not abusing my Educational Leave time?

Yes, periodic audits are conducted of MCWEP participants' use of Educational Leave time. If you are found to have abused or are abusing your leave time, you can be terminated from the MCWEP program.

I work SPRU/Screen. How does using educational leave impact my shifts?

You cannot use educational leave or attend classes and do SPRU or Screen on the same calendar day. If you are interning on Wednesday, you cannot do SPRU/Screen at all on Wednesday. No 12am-8am, 1am-9am or 5pm-1am, for example. You CAN do Thursday 12am-8am, 1am-9am, etc. If you have classes on the weekend, you cannot do SPRU/Screen on the days that you have class. It's considered double dipping if you were to do SPRU/Screen on Saturday at any point because you're in class on Saturdays, etc. DCF is paying your bills which means no matter when classes are and whether educational leave is involved or not, the additional work/earnings cannot fall on the same day.

What happens if I am activated right before my shift ends?

If you get activated to go out on a SPRU call right before your shift is scheduled to end, you still respond to the call. If it requires you being in the field for several hours into the next calendar day, just make sure that you've documented the situation for your own records in case you are selected for a SPRU audit. For example, you receive a call at 11pm and do not return until 3am. As long as you have documented the situation, you will be ok because you were following through on an investigation that started during your scheduled shift.

SPRU/SCR/MCWEP Examples

Day	Activity	SPRU Availability
Monday	Field 9am-5pm	NO SPRU/SCR Mon. 12am-8am, 1am-9am; Mon 5pm-1am
Tuesday	Class 4:30pm-9:50pm	NO SPRU/SCR Tues 12am-jET61 Tc 0 0 11.04 360.48 261.6 Tm(-)Tj1