

Policy Title	Associate Education Leave
Policy Number:	ADM 6.01
Department:	SOMI
Functional Area:	Chancellor, BSMH Higher Education Institutions
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 6

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Faculty and staff of the Bon Secours St. Mary's Hospital School of Medical Imaging ("School" or "SOMI"), a department operated and controlled by the Bon Secours St. Mary's Hospital of Richmond, LLC are eligible for educational (EDU) leave as defined herein.

III. Purpose

Due to the fundamental importance of supporting professional growth and in compliance with related accreditation and/or regulatory standards, the School is committed to providing educational opportunities to its associates to ensure their continued professional development in the execution of their assigned role responsibilities.

IV. Scope

This policy applies to all associates of Bon Secours St. Mary's Hospital School of Medical Imaging as defined

V. Policy Details

Administrative, faculty, and staff associates are eligible for educational (EDU) leave. Requests for EDU leave must be made and approved by the associate's supervisor prior to enrollment in a course of study. Participation in EDU leave shall be approved in advance and scheduled according to the operational needs within the applicable departments of the School.

Funding is budgeted annually to support the educational development of school associates and is administered by the administrative leadership of the School according to the allocations agreed upon. The VP/Provost has the authority to freeze educational funds if deemed necessary, based upon budgetary developments within the larger health system.

SOMI is committed to the continuing development of its associates through collegiate degree education. Associates are encouraged to continue their education and take advantage of the BSMH Tuition Assistance Program. Associates returning for collegiate degrees should discuss their plans with their supervisor for planning purposes of workload and program commitments. Refer to the appropriate Bon Secours SOMI policy for additional detail.

VI. Definitions

Educational Leave

An associate's approved absence from duty to attend a formal course of study (e.g., continuing education workshop/conference, professional development offering, work required toward completion of an academic degree that is related to the current work role, etc.).

VII. Attachments

N/A

VIII. Related Policies and Procedures

BSMH Tuition Assistance Program

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/27/2020	5/27/2023	Revisions and new template	N/A	Vice President/ Provost
1	5/27/2023	5/27/2027	Version Changed – BSMH Template Adopted	N/A	Vice President/ Provost

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.