

## ***Employee Education Reimbursement and Leave with Pay Program (EER/L)***

The Department of Health and Human Resources (DHHR) Employee Education Reimbursement and Leave (EER/L) Program is designed to encourage and support the continued education of DHHR employees through undergraduate and graduate-level studies' reimbursement. To become eligible for participation in the EER/L program, you must be a full-time, permanent DHHR employee, must have completed your initial probationary period, and attend an accredited institution.

Degrees such as Associates, Bachelors, Board of Regents, Masters and Ph.D. are reimbursable through the EER/L program. Employees not wishing to pursue a degree, but desire to take a course(s) to maintain a license or certification, keep job qualifications current, meet CEU requirements or for ongoing education are also eligible for tuition reimbursement. The EER/L program reimburses DHHR employees up to \$1,400 for undergraduate courses and up to \$1,800 for graduate level courses four times a calendar year for tuition and course-related fees.

Education Leave with Pay is available to employees who require time off from work to attend courses not offered during the employees' non-work hours or courses not offered online. Certain criteria must be met in order to apply to the leave with pay program.

Both the Education Reimbursement and Education Leave with Pay programs have specific deadlines and grade requirements. The DHHR EER/L program requires all employees requesting reimbursement or education leave with pay to enroll in course(s) directly related to the employee's current job or future job opportunities within DHHR.

Once all requirements of the program have been met, the employee enters into a work obligation contract with DHHR. For each credit hour reimbursed by the EER/L program, the employee is required to work for DHHR one month.

For more information on the Department of Health and Human Resources EER/L program, contact the EER/L Manager at (304) 558-6814.