



# COUNTY OF SAN MATEO

## COUNTY EMPLOYEE AGREEMENT RELATING TO EDUCATIONAL LEAVE

It is hereby agreed, this \_\_\_\_ day of \_\_\_\_\_ between the County of San Mateo

and \_\_\_\_\_, an employee of the \_\_\_\_\_

Department of San Mateo County that the following conditions shall be met with respect to the Educational Leave for which I am applying:

- Such Educational Leave shall be for attendance at \_\_\_\_\_ for a period of \_\_\_\_ work days beginning \_\_\_\_\_.
- It is my present intention to return to County employment on \_\_\_\_\_
- In consideration of the County of San Mateo granting to me such Leave with pay, am in order that the County may profit from my training and so justify the expenditure involved, I agree to return to the employment of the County of San Mateo for a period of not less than \_\_\_\_ months after the completion of my training course, if such employment is available in the County service.
- In the event that I do not return to County employment or that I cause my employment to be terminated before having worked the required period, I agree to reimburse the County of San Mateo the entire amount of Educational Leave Salary Allowance paid to me and I authorize that amount to be deducted from my final paycheck.
- I further agree to reimburse the County for any direct expense incurred by the County in the nature of tuition, fees, tests, lodging and travel, etc., in connection with the above training in the event that I do not continue my employment with the County for the period stipulated above.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

Witness: \_\_\_\_\_  
Department Head Signature

Date: \_\_\_\_\_

Approved by the Personnel Director of San Mateo County this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
HR Director Signature