

**CAREER SERVICE RELEASE TIME FOR STUDY FORM**

EMPLOYEE'S NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

Please list Course Number, Section Number, Title, Days, and Time for the class being requested for Release Time:

\_\_\_\_\_

PURPOSE OF THE COURSE: (See Guideline #3 on Reverse Side)

OCCUPATIONAL GOAL:

COURSES NEEDED TO ACHIEVE OCCUPATIONAL GOAL:

RELEASE TIME FOR STUDY IS APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ for the above named employee for the \_\_\_\_\_ Term. Release Time for Study hours will not be counted for computing overtime.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
President, Vice President, or Provost's Signature Date

1. Supervisors will forward the form to the President, appropriate Vice President, or Provost whether the supervisor recommends the request be approved or disapproved.
2. Only approved forms will be sent to the Human Resources Department by the President, Vice President, or Provost.

Final Approving Authority's Explanation for Disapproval:

Date Copies Returned to Supervisor and Employee: \_\_\_\_\_

## GUIDELINES FOR CAREER SERVICE RELEASE TIME FOR STUDY LEAVE

1. Release time for study leave is limited to full-time career service employees, and is available for up to three hours of duty time per week to enroll in a PJC course.
2. The employee must file with the supervisor an approved planned program that should contribute to upward mobility at PJC for the occupational goal. The program and the courses taken will be filed and monitored by the supervisor.
3. Release time for study leave will be authorized only for PJC courses and workshops that allow an employee to improve his/her job responsibilities or to develop knowledge, skills, and abilities including degree seeking components in an approved plan of study.
4. When fee waivers are unavailable, the Staff and Program Development (SPD) Office and immediate supervisor should be contacted about non-credit courses or seminars/workshops.
5. The policy only applies to classes taken at PJC, and release time is limited to actual scheduled class and lab sessions.
6. The employee must also complete the Full-Time Faculty and Staff Waiver Form for a scholarship/waiver of matriculation and tuition fees. This completed form with approved signature must be taken to the Financial Aid/Veterans Affairs office.
7. In addition, the employee must complete a request for leave indicating under the category "Other" that the leave is for "Release Time for Study Leave." Any additional time involved such as travel to and from class and field trips must be requested as annual or personal leave and will be charged to the employee's accrued leave credits.
8. Hours charged to release time for study will not count toward the 40 hours needed for computing overtime.
9. The supervisor must approve the time away from the job will not interfere with the normal operation of the employee's work area. The supervisor will forward the form to the appropriate Vice President, Provost, or President ("the final approving authority") indicating approval or disapproval. In the case of disapproval a memo of explanation must accompany the form.
10. The employee will receive a signed copy of the Career Service Release Time For Study Form after the appropriate final approving authority review. Only approved Release Time for Study Forms should be forwarded to Human Resources by the final approving authority.

Note: When the course desired is unavailable at PJC, employees should contact their supervisor and the SPD office about the availability of SPD funds for tuition/fees. These courses would not be approved for the release time.