

Request to Take a Course During Work Hours

PERS 921 (REVISED 11/2004)

Please complete this form if the course you plan to take will meet during your regularly scheduled workday.

Section 1: Employee

Name (Last, First, M.I.): _____

Primary Appointment: Select _____

Employing Department: _____

Course Name: _____

Course No.: _____ Section No.: _____ Course Location: _____

Course Meeting Days: M T W R F Course Meeting Time: _____ until _____

Semester: Fall Spring Summer Year _____

Employee's Signature

Date

Section 2: Supervisor

The employee and I have discussed this request and make the following election(s):

- This course is directly related to the employee's assigned duties and the knowledge obtained in the class with benefit the University. Release time is permitted without make-up time.
- This course is not directly related to the employee's assigned duties. Release time is permitted, but time will need to be made up in one of the following ways:
- The employee will work before or after regularly scheduled hours as approved by the supervisor (hour-for-hour, no overtime involved).
 - Time away from work will be charged to vacation or accumulated compensatory time.
 - For non-exempt employees only – The non-exempt employee may accept dock time (unpaid) for time spent away from work to go to class.

Approved? Yes No

Immediate Supervisor Signature

Date

Approved? Yes No

Chair/Director/Department Head Signature

Date

Retain original form in department file

Educational Benefit Guidelines and Procedures

The following schedule outlines employee eligibility:

If appointment is:	Fall, Spring, & Summer tuition and fees waived for up to:
Full-time (37.5 hours per week)	8 semester hours
¾-time (28 to 37.5 hours per week)	6 semester hours
½-time (18.75 to 28 hours per week)	4 semester hours

Guidelines:

Employees may use the educational benefit program if employed on or before the last day of registration. Employees must be accepted by the Admissions Office prior to beginning class work. Any employee registering for more hours than indicated on the above schedule will be required to pay the remainder of their tuition and fees at regular student rates.

Procedures:

1. Employee will apply and be accepted by the University.
2. If the course meets during work hours, employee will complete this form and obtain the required signatures.
3. Supervisor will make a copy of this form for the employee and retain the original in departmental records.
4. Employee will proceed through registration as described in the current Class Registration Directory.
5. If employee is unable to register for classes previously approved, he/she will notify his/her supervisor of non-attendance, change in schedule, etc.