

**Illinois State University
CIVIL SERVICE EMPLOYEE
REQUEST TO TAKE COURSES DURING WORK HOURS**

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

EMPLOYEE

I, _____, request approval to take the following course(s) at Illinois State University during the _____ semester of year _____:

Department / Course Number / Course Title

Course Meeting Time & Days

(Include start date and # of weeks if different from regular semester)

Employee's signature

Social Security No.

Date

SUPERVISOR

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

- ☐ The class is directly related to assigned duties and the knowledge obtained in the class will benefit the University. No make-up time is required.
- ☐ The class is not directly related to the employee's assigned duties. Make-up time is required and will be accomplished 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.

Immediate Supervisor's signature

Date

Chair / Director / Fiscal Agent's signature

Date

EDUCATIONAL BENEFIT GUIDELINES AND PROCEDURES

The following schedule outlines employee eligibility:

If appointment is:

Full-time (37.5 hours per week)
¾-time (28 to 37.5 hours per week)
½-time (19 to 28 hours per week)

**FALL, SPRING, & SUMMER
tuition and fees waived for up to:**

8 semester hours
6 semester hours
4 semester hours

GUIDELINES

Civil Service 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. Apply to and be accepted by the University.
2. If the course meets during work hours, complete this form, obtain signatures.
3. Proceed through registration as described in the current Class Registration Directory.
4. If unable to register for classes previously approved, notify your supervisor.
5. No form needed by the Office of Human Resources for employee file.
6. Make a copy of this form for the employee.