APPROVAL FOR RELEASE TIME FOR ATTENDING A CLASS

Name:					Position	Position:				
Date request was made:					Your Supervisor:					
Dates that your class will be held: Start (Month &					Year):	ear): Finish:				
Inst	itution	you will atte	end:							
Title	e of cla	ss you plan	to attend:							
Do you have an Education Plan on file in the Human Resources office?										
Reason that you are taking this class:										
Class day and time:										
Number of hours/minutes you					will	be	absent	each	week.	
Please mark off the time that you will be absent weekly from your job.										
	Monday Tuesday Wednesday			Thursday	-	Friday	Friday Saturday			
	8:00									
	9:00									
	10:00									
	11:00									
	12:00									
	1:00									
	2:00									
	3:00									
	4:00									

I understand that I will be eligible for job-release time as stipulated in the VC Employee Handbook to enroll in college classes during the long semesters, but not during the summer semesters. This is a privilege offered to VC personnel who can stay current with their job responsibilities and who do not abuse the privilege in any way. If I cannot stay current with my job responsibilities, I will be denied this privilege.

Supervising Dean*