

**Pensacola State College
Career Service Release Time for Study Form**

Employee Name: _____ Employee ID #: _____

Department: _____ Campus: _____ Cost Center: _____

Please complete the following information for classes being requested for Release Time:

<u>SECTION #</u>	<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CR. HRS.</u>	<u>TIME</u>	<u>RELEASE TIME</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Credits: _____

Purpose of course(s); refer to 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/Year. Release Time for Study hours will not be counted for computing overtime.

Employee Signature Date

Supervisor Signature Date

President, Vice President, or Senior Level Administrator Date

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

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 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 Pensacola State College course.
2. The employee must file with the supervisor an approved plan program that should contribute to upward mobility at Pensacola State College 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 Pensacola State College 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 Pensacola State College 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 signatures must be taken to the Financial Aid/Veterans Services 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." 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 to compute 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 Senior Level Administrator, Vice President, 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 Pensacola State College, employees should contact their supervisor and the SPD office about availability of SPD funds for tuition/fees. These courses would not be approved for the release time.