

GLENVILLE STATE UNIVERSITY EDUCATIONAL RELEASE TIME

General

Glenville State University encourages career development and self-improvement for its employees. Accordingly, the University will provide reasonable opportunities for eligible employees to take time off during scheduled work hours to attend class.

Employee Eligibility

Full-time regular classified employees choosing to attend classes for personal enrichment, or job-related purposes, or pursuing undergraduate, graduate, or doctoral level studies may apply for educational release time. Academic course work may be taken at any accredited institution of higher education.

In order to be granted educational release time, an employee must have been employed in his/her current position for at least six calendar months prior to the beginning of the term. Anyone who is in an adjustment period or on probation for any reason may not apply for educational release time.

An employee must present evidence of satisfactory completion of the course work to his/her immediate supervisor at the end of each term before additional release time can be granted.

In the event an employee receives a grade of "F", "WF", or "FIW" he/she would be ineligible for educational release time for a period of one year. If the class is discontinued or not completed, the approval of educational release time is automatically rescinded.

Institutional Responsibility

Glenville State University limits educational release time to one academic course per term regardless of the number of credit hours the course entails.

An eligible employee may be allowed time off during scheduled work hours to attend class, provided the employee's absence will not interfere with his/her unit's operation and is approved by the employee's supervisor. During emergency or overtime situations, the employee must work as assigned.

Requesting Educational Release Time

Twenty-five working days prior to the beginning of the term in which the class is to be taken, each requesting employee is required to provide his/her supervisor a completed Educational Release Time Application form. These forms are available in the Office of Human Resources and on the GSU Web site. Using the same form, the supervisor will respond to the request within five working days. If the request is not approved, the supervisor will explain the reason(s) on the application form.

Should a dispute arise over the awarding of educational release time, the affected employee may file a written appeal within five working days of the receipt of the decision with the supervisor. The supervisor shall provide documentation to the President or his designee within five days of receipt of the appeal. The President or his designee shall review the appeal and render a decision within ten working days of receipt of the appeal. The President or designee's decision will be in writing to the employee and his/her supervisor, and will be binding.

Supervisors will send a final copy of the Educational Release Time Application to the Office of Human Resources where it will be filed in the employee's personnel file. Non-exempt employees must document educational release time on their blue time sheet.

GLENVILLE STATE UNIVERSITY Educational Release Time Application

Name: _____ Department: _____

Course Title & Number: _____ Credit Hours: _____

Class Time & Number of Days Per Week: _____

Location of Course: _____

Time Needed for Travel: _____

Comments:

Employee Signature

Date

Supervisor Review: _____ Approved

_____ Not Approved

Explanation for Disapproval:

cc: Employee

GLENVILLE STATE UNIVERSITY Educational Release Time Appeal Process

Employee: _____

Reason for Appeal: _____

Employee Signature Date

Supervisor: _____

Review and Response to Appeal: _____

Supervisor Signature Date

President or Designee's Review and Response:

Signature Date

Attach any supporting documentation.

cc: Employee
 Office of Human Resources