

**Regular full-time employees, who have completed 6 months of service, may request paid release time up to three hours per week to attend a class. Documentation of course enrollment (fee statement and class schedule) is required.** If CRT is approved, the time required to attend class will not create any deduction in pay or benefits. This program is restricted to full time (100% FTE) employees. **Approved CRT must be tracked on monthly/biweekly time sheets by employees. Hours recorded for CRT for bi-weekly employees is considered worked time for the purposes of calculating overtime. Courses will only be approved if meeting face-to-face or Online synchronously. Online asynchronous classes do not qualify for college release time.**

**Application instructions:** Complete the application form and submit with fee statement through channels for administrative approval prior to the start of the semester.

**Employee** \_\_\_\_\_  
(Last Name) (First Name)

**Employee ID:** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Department** \_\_\_\_\_

**CHECK ONE: MONTHLY PAID** \_\_\_\_\_

**BI-WEEKLY PAID** \_\_\_\_\_

**Course Information**

**College/University** \_\_\_\_\_

**Course Title** \_\_\_\_\_

**Academic Year/Semester Information:**

Academic Year \_\_\_\_\_

Fall  Spring  Summer

Is this an on-line course?  Yes  No

**Day: (circle)** MON TUE WED THU FRI from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm crt hours: \_\_\_\_\_

**Day: (circle)** MON TUE WED THU FRI from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm crt hours: \_\_\_\_\_

Total CRT hours requested per week: \_\_\_\_\_ **(max = 3)**

**Administrative Approval** - Permission is granted for the above employee to use College Release Time to attend the courses as described above.

**Immediate Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Human Resources Representative** \_\_\_\_\_

**Date** \_\_\_\_\_