



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number:	SCP-2165.A
Origination:	February 17, 2004
Effective:	February 17, 2004
Reviewed:	August 31, 2006

SUBJECT: Educational Release Time Request for Classified Employees

REFERENCE: SCP-2165, *Educational Release Time for Classified Employees*

Print Name: _____ Department/Unit: _____
 Institution Offering Course: _____
 Course Title & Number: _____ Class Time & Days of Week: _____
 Start Date: _____ End Date: _____ # Weeks: _____
 Class Location: _____ # Credit Hours: _____

1. Travel time to and from employment to class: _____ hours/week
 2. Educational Release Time: _____ hours/week
 3. Time Worked: _____ hours/week
- Total must equal** 37.5 hours/week

Work Schedule: Days/Time in Department

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 AM 9 AM							
10 AM 11 AM							
NOON 1 PM							
2 PM 3 PM							
4 PM 5 PM							
6 PM 7 PM							
8 PM 9 PM							

Employee Rationale: _____

SUPERVISOR REVIEW:

Approval Disapproval

UNIT ADMINISTRATOR REVIEW:

Approval Disapproval

Employee Signature Date

Supervisor Signature Date

Unit Administrator Signature Date

Explanation for Disapproval: _____