

Educational Release Time Rule Procedure

Refer to Educational Release Time Rule, NC-2001 for additional information

Request:

1. Complete, sign and forward the Educational Release time request form to immediate supervisor at least 15 work days prior to the beginning of the semester.
2. Attach a copy of your course schedule. (Educational Release Time request will not be processed without it)
3. Supervisor is to approve/deny form within five (5) working days of receipt of the request for educational release time.

Prior to granting educational release time, the supervisor will consider the number of employees in the department and the number requesting educational release time, to ensure there is no disruption of services. Absence from work cannot disrupt services.

4. Supervisor will forward the form to the department administrator for review. If supervisor is administrator move on to step 5.
5. Department administrator is to approve/deny form within five (5) working days of receipt of the request.
6. Department administrator will forward the form to the Human Resource Director for final review for eligibility of educational release time.
7. The Human Resource Director will send a copy of the completed form back to the employee and supervisor for their records upon completion of request process.

Withdrawal from course:

If employee is approved for education release time and withdrawals from or is administratively withdrawn from a course the employee is required to notify the Human Resource Director immediately, in writing, with the reason for the withdraw. Withdrawals may affect future request for educational release time.

Completion of course:

It is the employee's responsibility to present evidence of course completion to the immediate supervisor **and** the Human Resource Director immediately after the completion of the course. See (G) on the approved rule for additional information regarding course completion.

These procedures are not part of the approved rule they are for procedural proposes only and subject to change to ensure efficiency with the process.