

PALOMAR COLLEGE
Classified Employees Professional Growth Program

REQUEST FOR RELEASE TIME FOR JOB-RELATED CLASS

Employee Name

Job Title

Department

Board Policy CCE/AFT-28 allows employees to take up to **four (4) hours** of classes per week during work time ***if the class is directly related to the employee's current job.***

TITLE OF CLASS/COURSE _____

CLASS MEETING DAYS/TIMES (for example, MWF 10 a.m. - 11 a.m.)

DAYS/TIMES YOU ARE REQUESTING RELEASE TIME

DATES: Class Starts _____ Class Ends _____

HOW DOES THIS CLASS RELATE TO YOUR CURRENT JOB?

Employee Signature _____ Date _____

Supervisor Recommendation: **Approve** **Disapprove**

Comments (required for recommendation of disapproval):

Supervisor Signature _____ Date _____

Action: **Approve** **Disapprove**

Comments (required for recommendation of disapproval): _____

Vice President, HRS _____ Date _____

Submit Original only (to Human Resource Services)