

Santa Rosa Junior College Classified Professional Development Release time Request Form

Name:

Date:

Title/Position:

Department:

Time Base (FTE) of Current Position:

Academic Year fall spring summer

Date Range - Starts: Ends: Hours per Week: (Not to exceed 3 hours)

Total Hours Requested for Semester: (Not to exceed 52.5 hours)

Days of week for release time (Check all that apply to your work schedule)

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Proposed weekly work schedule (include lunch breaks):

Monday: Tuesday: Wednesday: Thursday:

Friday: Saturday: Sunday:

Employee Justification for Requesting Professional Development Release Time:

- I am also requesting Tuition Reimbursement for the courses that I would like to take (complete separate Tuition Reimbursement form)

Employee Signature

Date

Supervisor Acknowledgement:

Approved Denied

Supervisor Statement for approval or denial of Release Time Request:

Supervisor Signature

Date