



### Educational Release Time Program Application and Approval Form

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. Contact [engineeringhr@tamu.edu](mailto:engineeringhr@tamu.edu) or (979) 458-7699 with any questions.

**INSTRUCTIONS** This form is used by employees to request release time from work to attend educational classes, limited to three (3) hours per week. The form is retained in the employee’s personal file within the department. Texas A&M University College of Engineering (COE) and Texas A&M Engineering Experiment Station (TEES) recognizes the value and contribution of its employees by providing an Educational Release Time Program for employees registering as students. This opportunity allows full-time, budgeted TEES and COE employees to further their growth and advancement, enhance their involvement in the life of the university, and to further their education to become a more productive and knowledgeable workforce.

**Employee Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Release time is requested for fiscal year:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Release time for class hours requested (limited to three hours per week):**

**Monday time:**

**Tuesday time:**

**Wednesday time:**

**Thursday time:**

**Friday time:**

**Saturday time:**

Any additional time requested beyond the approved release time will require use of a flexible work schedule or other approved leave. The approved release time will not count as hours worked for purposes of FLSA overtime.

I certify that I meet the provisions contained in System Regulation 31.99.01. Additionally, I understand that if I take leave on a day, I am to receive Educational Release Time (ERT) I must actively work a portion of that day to be paid for ERT. Otherwise, the whole day will be designated with the appropriate leave.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved

Denied (If denied, state reason):

**Immediate Supervisor’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved

Denied (If denied, state reason):

**Department/Unit Head Signature** \_\_\_\_\_ **Date** \_\_\_\_\_