

Palomar College
Professional Growth Program for Classified Employees

REQUEST FOR RELEASE TIME

Name _____ Department _____ Job Title _____

Normal Work Schedule (Days and Hours) _____

Per the CAST and AA Handbooks, full-time employees may be awarded up to four (4) hours per week to attend a class if the class is directly related to the employee's current job as determined by the Assistant Superintendent/Vice President, Human Resource Services.

Course Title _____ Course Location/Campus _____

Course Start Date _____ Course End Date _____

Course Meeting Days/Times _____

Days/Times you are requesting release time to participate in the course. Not to exceed four (4) hours per week.

Provide a brief statement of how the course is related to your current job.

Employee Signature: _____ Date: _____

Supervisor Recommendation: Approve Disapprove

Comments (required for recommendation of disapproval): _____

Supervisors Signature: _____ Date: _____

Reviewed by Professional Growth Secretary: _____ Date: _____

Comments: _____

VPHR Recommendation: Approve Disapprove

Comments (required for recommendation of disapproval): _____

Vice President, HRS: _____ Date: _____

Submit the completed form to the Professional Growth Secretary via email.