



TITLE STAFF ENROLLMENT IN ACADEMIC COURSES

No.: 255  
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Ref: Personnel  
Date: 3/12/85  
Approval: *Uleni*

Policy    Procedure    Rule    Regulation    Form

### 1.0 Statement of Purpose

The purpose of this policy is to clarify the conditions under which Lyndon State College staff may enroll in Lyndon courses during work time. This policy is independent of eligibility for tuition remission.

### 2.0 Objectives

- 2.1 To state in advance the procedure for requesting enrollment.
- 2.2 To state in advance of enrollment the conditions under which staff will contribute equal time on task to compensate for time spent in class.

### 3.0 Principles

- 3.1 The policy recognizes and respects provisions of the VSC Personnel Handbook (for administrators and administrative staff) and the VSCSF Agreement (for represented staff).
- 3.2 In general, approval to take courses during the regular work time will be limited to one course (3-4 credits) per employee per semester.
- 3.3 Provisions for making up time will be determined by the supervisor after consultation with the staff member and may include such arrangements as reduced lunch time/coffee breaks, extending the work day, working on weekends, or using compensatory time, vacation time, and/or personal leave time.
- 3.4 Additional courses may be taken outside of the regular work schedule without supervisor's approval or contribution of equal time.

### 4.0 Procedure

- 4.1 All requests to take courses during working time must be submitted in writing to the staff member's immediate supervisor, in advance of the semester opening.
- 4.2 A response to the employee's request will be issued in a timely fashion.



# REQUEST FOR ACADEMIC RELEASE TIME DURING REGULAR WORK SCHEDULE

*This form must be filled out and submitted to the LSC Office of Human Resources in order for staff members to enroll in a class during their regular work schedule. In general, approval to take courses during work time will be limited to one course (3-4 credits) per employee per semester.*

TO: \_\_\_\_\_  
(Supervisor)

I request approval to enroll in the course \_\_\_\_\_  
during the \_\_\_\_\_ semester, 20\_\_\_\_. The course meets on \_\_\_\_\_ at \_\_\_\_\_  
(days) (times)  
and will necessitate my missing \_\_\_\_\_ work hours during my normal work week. I will make up this  
released time by working \_\_\_\_\_ extra hour(s) on \_\_\_\_\_ during the above period, under the  
(days)  
following provision of Article 3:3 of the *Policy for Staff Enrollment in Academic Courses* (please  
specify): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by supervisor:

- Approved  
 Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_