

## 2.09 Attending Classes

Employees who wish to attend classes during their scheduled workday:

- The immediate supervisor of the employee approves release time to attend a course. Changes in work schedules to accommodate class schedules must not interfere with the productivity or work quality of the employee's office or with the ability of the office to accomplish its mission in an appropriate manner.
- The employee shall not be paid for any working hours spent attending the course, but if it is practical may be granted the opportunity by the supervisor to make up the lost work time during the same week.
- The employee may use vacation time to receive pay while absent from work attending a course.
- Full-time staff may take up to six semester hours of class during a term.