

**UNIVERSITY OF HOUSTON-CLEAR LAKE
STATE EMPLOYEES TRAINING ACT
COLLEGE RELEASE TIME APPLICATION**

University guidelines for application of the State Employees Training Act provide for release time for education purposes of a **maximum of three (3) hours per week**. The maximum "Release Time" allowed is 3 hours per week if CRT is combined with Fitness Release Time. The application must be approved in advance and must not interfere with operations of the employing department. **Documentation of course enrollment (fee statement and class schedule) and completion (transcript) is required.** If CRT is approved, the time required to attend class will not create any deduction in pay or benefits. This program is restricted to full time (100% FTE) employees. **Approved CRT must be documented on monthly/biweekly timesheets using the earning code "075" for monthly employees and code "076" for bi-weekly employees. Hours recorded for CRT for bi-weekly employees is considered worked time for the purposes of calculating overtime.**

Application instructions: Complete the application form and submit **with fee statement** through channels for administrative approval prior to the start of the semester. **After completion of course(s), forward a copy of transcript to the Office of Human Resources for placement in your official employment file.**

Employee _____ MAIL BOX _____
(Last Name) (First Name) (M.I.)

Job Title _____ Department _____

CHECK ONE: MONTHLY PAID _____ BI-WEEKLY PAID _____

Course Information

Fiscal Year/Semester Information:

College/University _____

Fiscal Year _____

Course Title _____

Fall Spring Summer

Is this an on-line course? Yes No

Day: (circle) MON TUE WED THU FRI from: _____ am/pm to: _____ am/pm crt hours: _____

Day: (circle) MON TUE WED THU FRI from: _____ am/pm to: _____ am/pm crt hours: _____

Total CRT hours requested per week: _____ (max = 3)

Administrative Approval - *Permission is granted for the above employee to use College Release Time to attend courses as described above.*

Immediate Supervisor _____ Date _____

Dean/Director/Department Head _____ Date _____

Human Resources Representative _____ Date _____