

**APPENDIX G**

Application for Release Time to Attend Professional Growth Activity

Ref: Article 22 Personal/Professional Growth

Use this form to request release time during work hours to attend classes, training, or workshops related to the applicant’s job classification or workshops sponsored by Professional and Organizational Development that enhance skills and abilities of unit members as per Article 20.03 of the Collective Bargaining Agreement. Immediate manager approval is not necessary for activities outside of work hours. If the activity is during work hours, unit members must complete and submit this form to their immediate manager a minimum of fourteen (14) calendar days prior to the start of the activity. The immediate manager will respond in a timely manner sufficient to provide the opportunity for unit member to attend the activity.

**APPLICANT REQUEST**

Applicant Name (Last, First):       Banner ID:

Department:       Classification:

Name/Title of Activity:       Activity Date:

Location of Activity:       Activity Start/End Times:

Immediate manager:

Briefly explain how attending this workshop will improve your skills in your current job classification:

Unit Member’s Signature Date

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*

**IMMEDIATE MANAGER RESPONSE**

Request is [ ]  APPROVED [ ]  Request was DENIED for the following reason(s):

Immediate Manager’s Signature Date

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*

\*Per Article 20.03.1 in the Agreement between CSEA 262 and the District: If the request is denied, the immediate manager shall provide a written reason on the Professional Growth Workshop Form. Such reasons must be related to the operation of the unit in which the unit member serves or is not related to the unit member’s job classification.

**Attach information for this workshop that will assist with the determination of job relatedness (i.e., workshop/seminar description or POD description).**

**Return completed form to Human Resources, Building 4, Room 1460 to be filed in the unit member’s personnel file.**