

Request for Release Time

Release time of three hours per week may be requested by full time library employees or two hours per week may be requested by $\frac{3}{4}$ time library employees to attend scheduled WSU classes, training sessions relevant to their positions, or to participate in WSU sponsored wellness activities.

This request form must be completed and submitted to the employee's supervisor at least two weeks prior to the start of the class, training session or wellness activity.

Requestor:

Date:

Title of class, training session or wellness activity:

Starting Date:

Ending Date:

Day/time of class, training session or wellness activity:

How will this class, training session or wellness activity benefit you, the library or the department?

If this class or training is job specific, how does it apply to your job?

(To be completed by supervisor)

Name:

Date:

_____ Request approved

_____ Request not approved for the following reason(s):