



## Staff Development - People and Workplace Culture

### Release Time for Training for SLCC Staff Employees

#### POLICY

Salt Lake Community College supervisors are to release SLCC staff employees from normal work duties to attend training programs which promote professional development or improve job skills.

#### **Definition**

Release time is the time when an employee is released from normal work duties and compensated at the regular rate of pay to attend an approved training program, at the initiative of the staff employee or management.

#### **Release Hours Per Year**

An eligible full-time staff employee may use up to 48 hours of release time per fiscal year for training purposes.

#### **Exceptions**

Extenuating circumstances may justify an exception to some provision in this section. Address questions regarding this policy to Deanne Arvizu, Staff Development Training and Development Coordinator, at 801-957-4088.

#### Applicability

#### **Staff Employees**

An SLCC staff employee appointed to a College position is eligible to use release time.

#### **Programs**

Departments may grant release time for programs offered through any College unit.

#### **Request Process**

Employees are to obtain supervisory approval prior to registering for training.

#### **Tracking Release Time**

The employing department is responsible for tracking hours of release time for departmental employees.

#### **Denials**

A supervisor may deny a request for release time due to:

- temporary shortage of personnel.
- seasonal work commitments.
- temporary work-related emergencies.

The employee must be permitted to take the same training or equivalent training at another time within one year of the denial date.

Employees may report patterns of repeated denials when supervisors do not provide justification for denials or make alternate arrangements. Employees report such cases to Human Resources.