

# STANDARD ADMINISTRATIVE PROCEDURE

## 31.99.01.M0.01

### Educational Release Time Program

*Approved May 24, 2002*

*Revised April 16, 2009*

*Revised March 23, 2012*

*Next scheduled review: March 23, 2017*

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#### Standard Administrative Procedure Statement

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Texas A&M University recognizes the value and contribution of its employees by providing an Educational Release Time Program for employees registering as students. This provides Texas A&M employees with more flexibility to further their growth and advancement, enhance their involvement in the life of Texas A&M, and to further their education to become a more productive and knowledgeable workforce.

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#### Procedures and Responsibilities

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1. Requirements to enroll in courses during work hours must be in accordance with [System Regulation 31.99.01](#).
2. Texas A&M University employees meeting the requirements stated in Section 1, may receive release time for class hours in pursuit of a graduate or undergraduate degree based on the following criteria:
  - 2.1 The course must be listed as a part of the employee's approved graduate or undergraduate degree program.
  - 2.2 Release time is limited to three hours per week.
  - 2.3 An Educational Release Time Program Application and Approval Form-must be approved by the employing department head unit head for the three hours of release time.
  - 2.4 The employee must be a full-time, budgeted employee.
  - 2.5 The release time will be for classes offered during the employee's regular work time. Educational Release Time may be used for "online" courses only when the course requires online class time during the employee's normal work schedule.
  - 2.6 The three hours of release time will not count as hours worked for purposes of FLSA overtime.

3. The [approval form](#) for the release time will include the agreed upon working hours and class attendance and will be filed in the employee's official personnel file. Employees working for more than one department or unit must obtain approval by each affected department.
4. Part-time employees are not eligible for release time but may take courses if a flexible work schedule can be arranged with the employee's supervisor.

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#### **Forms**

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[Educational Release Time Program Application and Approval form](#)

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#### **Related Regulation and Rule**

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[\*Regulation 31.99.01: Employees Registering as Students\*](#)

[\*University SAP 31.03.03.M0.01: Leave of Absence with Pay\*](#)

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#### **Contact Office**

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For information or clarification on this SAP contact [Human Resources, Benefit Services](#) at (979) 862-1718 or by email at [benefits@tamu.edu](mailto:benefits@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources](#)