

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Educational Release Time

**NUMBER:** 4:17

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All full-time overtime eligible non-faculty employees of the Board of Regents with one or more years of continuous full-time service immediately prior to the academic census date may request approval to take up to three clock hours per week of classwork without being required to make up this time.

**A. Nonexempt Non-faculty Positions (CSA and NFE overtime eligible positions):**

Employees need to complete a request form and should forward requests through their supervisor to the Division/Department head. The original signed form should be forwarded according to your institutional processes for leave reporting. Either supervisor can deny the request. All hours over the three-clock hours limitation must be made up. If time off is allowed to attend classes, the supervisor must assure that the job requirements are met. If the projected workload requires that projected overtime be worked for that semester, then the supervisor should not approve the educational release time. In the event the class is offered during off hours, on the Internet via asynchronous, or on weekends during that semester, then the release time may not be approved. All hours approved for release time will not be counted toward overtime and must be placed on the employee time sheet as paid educational leave.

**B. Exempt Non-faculty Positions (CSA and NFE exempt from overtime positions):**

All full-time employees exempt from the overtime provisions of the Fair Labor Standards Act with one or more years of continuous service immediately prior to the academic census date may also request permission to enroll in classes held during normal business hours. As with overtime-eligible employees, employees need to complete a request form and the request must be approved by the employee's immediate supervisor and the Division/Department head. The original signed form should be forwarded according to your institutional processes for leave reporting. If time off is allowed to attend classes, the supervisor must assure that the job requirements are met. In the event the class is offered during off hours, on the Internet via asynchronous, or on weekends during that semester, then the release time may not be approved.

**SOURCE: BOR, December, 1976; BOR April, 1987; BOR, September 1990; BOR, August 1993; BOR, December 2003**