



Policy: 02-71-00

Educational Release Time

OFFICE OF RECORD: President's Office

ISSUED BY: President

APPROVED BY: 02-71-00

EFFECTIVE DATE: 7/10/87 (Revised 5/31/00)

Policy

It is the policy of the South Dakota Board of Regents (Board of Regents [Policy Manual 4:17](#)) that all full-time overtime eligible non-faculty employees 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 class work without being required to make up this time.

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.

Procedures

1. Forms for requesting educational release time are available from the Director of Human Resources or can be completed online at www.dsu.edu/hr/forms.
2. The class must be recommended by the immediate supervisor and approved by the Dean or Department Head. Either supervisor can deny the request.
3. All hours not related and/or over the three clock hours job-related limitation must be made up.
4. When time off is allowed to attend classes, the supervisor must assure that the job requirements are met.