

The Texas A&M Health Science Center  
**EDUCATIONAL RELEASE TIME PROGRAM**  
**Application and Approval**

The Texas A&M Health Science Center (HSC) recognizes the value and contribution of its employees by providing an Educational Release Time Program for employees registering as students. This opportunity allows full-time, budgeted HSC employees to further their growth and advancement, enhance their involvement in the life of the university system, and to further their education to become a more productive and knowledgeable workforce.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Release time is requested for academic year \_\_\_\_\_ to \_\_\_\_\_

Fall Semester	<input type="checkbox"/>
Spring Semester	<input type="checkbox"/>
Summer Semester	<input type="checkbox"/>

Release time for class hours requested (limited to 3 hours per week) is from  
\_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Additional time requested beyond the approved release time will require use of a flexible work schedule or other approved leave. The approved release time will not count as hours worked for purposes of FLSA overtime.

I hereby certify that I meet the provisions contained in System Regulation 31.99.01, *Employees Registering as Students*, and HSC Rule 31.99.01.Z1, *Employees Registering as Students*.

\_\_\_\_\_  
**Employee Signature** Date

**Approved**

**Disapproved because:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Immediate Supervisor's Signature** Date

**Approved**

**Disapproved because:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Department/Unit Head** Date