



MERCED COLLEGE
Office of Human Resources

Permission to Take College Courses During Working Hours

Employee's Name

Employee #

Area/Dept.

I hereby request permission to enroll in the following college courses at _____
which are held during my regularly scheduled work day. (Name of Enrolled Institution)

Course No.	Units	Course Title	Class Hour	Day	Semester

My current work week schedule is (indicate starting and ending times):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Revised Work Week:

	Start and End Times	Total Hours	Subtract Lunch	Subtract Classes	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total Hours					

Approval of such a request will be contingent upon the following conditions:

- The course will improve the employee's service to the District.
- The work load in a particular area will not be adversely affected.
- Approval of the request must be received from the immediate supervisor and the next level responsible administrator (e.g., Dean, VP). If approval is denied, the request may be appealed to the next level responsible administrator (e.g., Dean, VP, Superintendent/President). Denial of the appeal is final.
- Limited to one course per term
- Requests must be submitted at least thirty (30) days prior to start of course.

I have reviewed the request and recommend approval for the employee's work week change.

Employee

Date

Immediate Supervisor/Manager

Date

Area Vice President

Date

Vice President, Human Resources

Date