

# Release Time for CWU Class, Training Program, Workshop, Conference or Meeting

## Employees – Exempt Employee Code

### CWU Policy 305-36

**Effective:** January 22, 2019

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

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- (1) Release time (i.e., release from normal work duties without loss of pay) may be granted an employee who requests time away from work to attend a job-related CWU class in accordance with the university's educational benefits policy [CWU 301-02](#) (Education Benefits for CWU Staff), or a short-term job-related training program, workshop, conference or meeting. Other associated costs (e.g., travel, per diem, registration fees) shall be the responsibility of the employee unless otherwise negotiated with the supervisor.

#### **History:**

*EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; Responsibility: EEA Governing Board/Chief of Staff; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; 01/22/2019  
Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-70-020, June 2025*