

#### UIS Release Time Policy:

- ❖ If the hours of the event fall within an employee's normal work day, the employee may attend if he/she receives permission from his/her supervisor.
- ❖ If the hours of the event fall outside an employee's normal work day the employee may adjust his/her schedule for that day to attend the event subject to supervisor approval. The employee must receive approval from his/her supervisor prior to the event.
- ❖ If the hours of the event fall outside an employee's normal work day and the employee is NOT going to attend, he/she will be expected to work his/her normal schedule.
- ❖ Police officers, police telecommunicators, and other identified employees who provide "essential " services to the campus are not eligible for work hour accommodations to attend the event.