

# Release Time

Personnel - General Provisions

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**EWU Policy 401-08**

**Authority: EWU Board of Trustees**

**Effective: November 18, 2014**

**Proponent: Vice President for Business and Finance**

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**Purpose:** This policy prescribes standards for release time for classified and exempt employees to participate in community or volunteer activities.

**History:** This policy supersedes UGS Policy 630-060-040, Release Time, dated May, 1994.

**Applicability:** This policy applies to all classified and exempt employees of Eastern Washington University.

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## 1 – POLICY

Classified and exempt employees of Eastern Washington University are encouraged to participate in community and/or volunteer activities.

a. If the activity is one where the employee is representing Eastern Washington University and the supervisor has approved participation, the time will be considered work time.

b. If these activities are not part of the job and if they occur during the employee's work hours, the employee must request approval from the supervisor for release time to participate. If the supervisor approves, the employee must:

- (1) take vacation leave, compensatory time off or leave without pay, or
- (2) by mutual agreement between the supervisor and the employee, modify the work schedule to accommodate the activity.