

## **CIAS Staff Taking RIT Classes**

Generally it is recommended that employees take classes on their own time. However, from time to time this is not possible, and staff members may request to take classes during their scheduled hours of work. In this event, the request should be made in writing to the employee's supervisor. The request should include the following:

- Requested name of the course (including course # and title)
- Day/time course offered

### Non-exempt:

- Recommended plan to address time away from the office. For example: flex time or if applicable vacation or personal time
- Standard Kronos time reporting requirements apply

### Exempt:

- Recommended Plan of Work to address work expectations

The supervisor and employee should discuss this request and reach an agreed upon path forward. If the employee has questions or concerns following this discussion, the employee may discuss their concerns with the next level of management.

For questions regarding the Tuition Waiver benefit, please reference the attached link:

<http://www.rit.edu/fa/humanresources/content/lifetime-learning>

**Responsible Office:** Dean's Office

**Effective Date:** May 2014

**Guideline History:**