

Department of Staff Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Upcounty Regional Services Center
12900 Middlebrook Road
Germantown, MD 20874

RELEASED TIME FOR SUPPORT STAFF TO ATTEND SCHOOL

(For further information, see MCPS Regulation GMF-RA)

DEFINITION AND BACKGROUND INFORMATION: Released time to attend school during work hours allows support staff to pursue further education and job-related training which will improve present job skills or qualify them for other positions within MCPS. Permanent status employees who work 20 or more hours per week may request up to 10% of their monthly scheduled work time, including travel time, to attend classes. Approval for released time is not automatic. Each request must first be reviewed and approved by the immediate supervisor and **must not interfere with job performance or the needs of the school system.**

PROCESS FOR REQUESTING RELEASED TIME

ONE MONTH (OR EARLIER) BEFORE YOUR CLASS BEGINS

1. Call the Office of Staff Development, 301-353-8556, to request MCPS Form 440-21, Request for Released Time to Attend School, Supporting Services Employees.
2. Meet with your immediate supervisor to discuss the feasibility of attending classes during work time. Both your immediate supervisor and principal/director (if different from your immediate supervisor) must approve your plan. Be prepared to explain how the class/course will help you either improve skills in your present job, or prepare you for a specific MCPS position. If both agree released time is possible (maximum of 10% of your monthly work hours), go to the steps below.

THREE WEEKS OR MORE BEFORE YOUR CLASS BEGINS

1. Complete and send the form (in triplicate) via pony to the Office of Staff Development, Upcounty Regional Services Center, **to be received at least three weeks before the class starts.** Note: to eliminate delays, be sure the form is complete and signed by you and your supervisor(s).
2. We will review your plan and send you and your supervisor a copy of the approved/disapproved request. If your request is approved, complete MCPS Form 430-1A, Request for Leave, as leave is used. Report the released time as professional leave.
3. **WHAT ABOUT BOOKS?** Call the Professional Library, 301-279-3227. Depending on availability of funds, you may borrow a book or be reimbursed, as appropriate. This MUST be arranged in advance.
4. **TUITION REIMBURSEMENT (OR OTHER) QUESTIONS?** Call Linda Gray or Janice Mitchell at 301-353-8556.