



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	<i>Adopted: October 12, 2010</i>
2.13.25 Taking Classes During Working Hours	<i>Reviewed: October 12, 2010 December 12, 2023</i>
	<i>Revised: December 12, 2023</i>

At the request of their supervisor, an employee may be released from their regularly assigned duties to attend a Kishwaukee College class during the employee's regularly scheduled work hour. The employee's immediate supervisor, Senior Leadership Team member and the Executive Director of Human Resources must approve the request. If the request is approved there will be no loss in compensation and the employee does not need to make up missed hours for attending class.

If an employee requests to take a Kishwaukee College class during working hours that directly relates to their current position or a future position at the College, and that would require they be released from their regularly assigned duties, the employee's immediate supervisor, Senior Leadership Team member and the Executive Director of Human Resources must approve the request. If the request is approved, the hours for attending class must be made up in a mutually agreed upon format or the employee may elect to use accrued personal or vacation time.

Employees covered by a collective bargaining agreement will have these policies administered consistent with their respective agreements.