

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CSEA REQUEST FOR RELEASE TIME

The Association shall annually be granted a non-cumulative aggregate total of eighteen (18) days of release time, without loss of pay, for the purpose of Association business. In addition, the District shall annually provide up to three (3) unit members release time without the loss of pay for the purpose of attending the annual CSEA Conference. The Association shall also be entitled to reasonable release time for the purpose of meeting and negotiating. This composite total shall represent the Agreement of the parties on "reasonable periods of released time" within the meaning of Government Code Section 3543.1(C), and contemplated within specific provisions of the Agreement. The Association shall provide the District with reasonable advance written notice, normally five (5) days, of the names of employees entitled to use the release time provisions contained herein for the purpose of meeting and negotiating and Association business. Unused leave from any contract year shall not be carried over to ensuing years.

Time to be used for: **Association Business** **Negotiating**
 CSEA Annual Conference

Date(s) Leave is Requested: _____

Amount of Time Requested: _____ **Days** _____ **Hours**

Actual Time Used: _____ **Days** _____ **Hours** (This section is to be completed and forwarded to Personnel after release time has been used, ONLY if time used is different from time originally requested.)

Release time is being requested for the following employees:

Employee(s):

Immediate Supervisor(s):

Approved by:

Association President

Assistant Superintendent, Human Resources

Date

Date

DISTRICT USE

Hours allotted for year: 144.00
Hours used to date: _____
Hours remaining to date: _____
Hours used this request: _____
Hours remaining: _____

Distribution of Copies:

CSEA
Assistant Superintendent, Human Resources
Immediate Supervisor
Payroll