

Guidelines and Procedures for an Employee Requesting Time to Pursue a Degree



Type of Request	Eligibility	Benefits	Summary	How to Apply
Part-time Study Exempt Employees	Employment with Texas AgriLife Extension Service as a budgeted employee who has completed their probation period is eligible to apply.	Full salary with limitations listed in summary.	<p>Any budgeted employee is eligible to request his or her supervisor's permission to register as a student at educational institutions and attend classes held during the employee's normal working hours.</p> <p>For full-time employees the course load must not exceed four credit hours in any semester or summer session unless an exception has been given.</p> <p>Employees must account for class hours for courses during normal working hours in compliance with system policy.</p>	<p>Employee submits an online request for Part-time Study for supervisor and administrative consideration. This needs to be done 30 days prior to the start date of the beginning date of the study being requested. Exceptions to this 30 day may be granted based on class schedule and registration times of different educational institutions.</p> <p>Online request available at: http://yespds.tamu.edu/forms/strequest.cfm</p>
Part-time Study Non-Exempt Employees	Employment with Texas AgriLife Extension Service as a budgeted employee who has completed their probation period is eligible to apply.	Full salary with limitations listed in summary.	<p>Any budgeted employee is eligible to request his or her supervisor's permission to register as a student at educational institutions and attend classes held during the employee's normal working hours.</p> <p>For full-time employees the course load must not exceed four credit hours in any semester or summer session unless an exception has been given.</p> <p>Employees must account for class hours for courses during normal working hours in compliance with system policy.</p>	<p>Employee submits an online request for Part-time Study for supervisor and administrative consideration. This needs to be done 30 days prior to the start date of the beginning date of the study being requested. Exceptions to this 30 day may be granted based on class schedule and registration times of different educational institutions.</p> <p>Online request available at: http://yespds.tamu.edu/forms/strequest.cfm</p>

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Professional Training and Development through Graduate Study	Employment with Texas AgriLife Extension Service as an exempt full-time, budgeted employee who has completed their probation period is eligible to apply.	Full salary with limitations listed in summary.	<p>An employee may be granted a maximum of 60 hours of official time per calendar year. Weekends and holidays do not count against these 60 hours, only actual time away from work. Unused time may be carried over for one year so that during any two consecutive calendar years, an employee may use a maximum of 120 hours of official time for professional training and development through graduate study. This time may be combined with other annual leave.</p> <p>Time must be used toward study that is related to a formal degree program. It must be directly related to the employee's position duties and responsibilities and/or career development within the agency.</p> <p>Approval of professional training and development through graduate study is required and is a management decision and not an employee entitlement.</p>	<p>Employee submits an online request for Professional Training and Development through Graduate Study for supervisor and administrative consideration. This needs to be done 30 days prior (no exceptions) to the start date of the official time away being requested.</p> <p>Online request available at: http://yespds.tamu.edu/forms/strequest.cfm</p>