



# Release Time from Work

**For: NonAcademic Staff**

**Subject: Career Development**

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## Purpose

Release time provides time off with pay during a staff member's regularly scheduled working hours to serve on official university committees.

## Eligibility

All nonacademic staff are eligible.

## Policy

The university encourages staff to serve on university committees whenever possible. Release time from work is dependent upon the approval of the staff member's immediate supervisor and the ability of the department to function satisfactorily in the staff member's temporary absence.

## Procedure

Participating staff are encouraged to schedule non-job-related committee activities during nonworking hours when participation is not restricted by job responsibilities. However, the university recognizes that certain activities can only take place during regular working hours. In those instances, release time will be granted in accordance with the following procedure:

Employees who are appointed to an official university committee shall notify their supervisors when the appointment becomes effective.

## HUMAN RESOURCES POLICY

Employee members of official committees who desire time off from work to serve on official committees should notify their immediate supervisor of the meeting. The supervisor will grant time off unless the staffing needs of the department require the staff member's presence at that particular time.

If approved, nonexempt staff will be paid for release time to serve on official committees during normal working hours. Time off to serve on official committees is entered as Paid Leave on the staff member's regular payroll time collection record.

Employees who have not been officially appointed to such committees, but who wish to attend committee meetings or volunteer their services during working hours, must obtain prior approval of their supervisor before leaving their job. As with other non-Cornell- related activity, staff must charge such time to health and personal leave or vacation time, or take the time without pay.

### **Records**

Departments are responsible for maintaining the accuracy of accrued leave records for its exempt staff, and should ensure that time is reported accurately on the timecards for nonexempt staff.

### **NOTE:**

**For Cornell University policy information, visit the [University Policy Office](#).**