



**REQUEST AND APPROVAL FORM  
FOR TAKING CLASS(ES) DURING WORKING HOURS  
(NON-EXEMPT FULL-TIME EMPLOYEES ONLY)**

**NAME** \_\_\_\_\_ **BADGER ID** \_\_\_\_\_

I would like to enroll in the following class(es): \_\_\_\_\_

Quarter \_\_\_\_\_ Number of Credit Hours \_\_\_\_\_ Days & Times of Class \_\_\_\_\_

I will make up the time to attend class in the following manner:

Signed by Snow College Employee

Approved by Immediate Supervisor

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Reference: As per Snow College Personnel Policies and Procedures 13.4.2 Tuition Reduction (Salaried Employees Only), and specifically 13.4.2.2.1 which stated, "...Employees taking classes during normal working hours must have written approval by their immediate supervisor, and time must be made up on a regularly scheduled basis."

*This form to be put in the employee's permanent file.*