## EARNED RELEASE TIME SHEET 2019-2020

NAME: \_\_\_\_

SCHOOL: \_\_\_\_\_

(Please Print)

Eight (8) hours of voluntary participation qualifies the employee for one (1) additional day of Earned Release Time (ERT) to be used within one year of the date of the signature on this form. An ERT day can only be used on the dates listed below. Employees are limited to earn a maximum of two (2) ERT days per school year. <u>If accessing a calendar workday (W) in exchange for the ERT day, all regular</u> work commitments must be completed prior to the use of the release time. Do not lose this sheet. Attach additional sheets as needed.

DATE	HOURS	SUPERVISOR OR CHAIRPERSON SIGNATURE
		DATE HOURS

(Employee Signature)

Date

(Supervisor Signature)

Date

Circle below the date(s) to be used in exchange for ERT. Return this completed form to your principal's secretary at least two days prior to the use of the release time. ERT may be used in 15 minute increments during the school day when a staff member does not have students. **Staff members may not use ERT if someone else is covering their student responsibilities (ex: noon supervision, after school supervision, classes, etc).** 

\*\*\*\*ERT cannot be used on district designated Professional Development (PD or PD/SR) days. \*\*\*\*

2019-2020:

Full Days:

November 22 (Elementary) January 17 (Secondary) November 27 (Optional)

## SUBSTITUTE TEACHING FOR EARNED RELEASE TIME

lame:		School:		
TEACHER FOR WHOM I SUBSTITUTED	DATE	TIME	PRINCIPAL SIGNATURE	

(Employee Signature)

Date

(Supervisor Signature) Date

Return this completed form to your principal's secretary at least two days prior to the use of the release time. ERT may be used in 15 minute increments during the school day when a staff member does not have students. **Staff members may not use ERT if someone else is covering their student responsibilities (ex: noon supervision, after school supervision, classes, etc).** 

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