



Office of Human Resources & Development Department of Professional Growth Systems

RELEASED TIME FOR SUPPORT STAFF TO ATTEND SCHOOL

DEFINITION AND BACKGROUND INFORMATION: Released time to attend school during work hours allows support staff to pursue further education and job-related training, which will improve present job skills or qualify them for other positions within MCPS. Permanent status employees who work 20 or more hours per week may request up to 10% of their monthly scheduled work time, including travel time, to attend classes. Approval for released time is not automatic. Each request must first be reviewed and approved by the immediate supervisor and must not interfere with job performance or the needs of the school system.

PROCESS FOR REQUESTING RELEASED TIME

ONE MONTH (OR EARLIER) BEFORE YOUR CLASS BEGINS

1. Download MCPS Form 440-21, [Request for Released Time to Attend School, Supporting Services Employees](#).
2. Meet with your immediate supervisor to discuss the feasibility of attending classes during work time. Both your immediate supervisor and principal/director (if different from your immediate supervisor) must approve your plan. Be prepared to explain how the class/course will help you either improve your skills in your present job, or prepare you for a specific MCPS position. If both agree released time is possible (maximum of 10% of your monthly work hours), go to the steps below.

THREE WEEKS OR MORE BEFORE YOUR CLASS BEGINS

1. Three weeks before the class starts, complete [Form 440-21](#), and send it with all signatures via email to [Victor Santiago](#) in the Department of Professional Growth Systems, Supporting Services Training and Development, Office of Human Resources & Development.
2. The request will be reviewed and a copy of the approved/disapproved request will be sent to you and your supervisor. If your request is approved, complete MCPS [Form 430-94 Professional Leave](#). Report the released time as professional leave in your timesheet. If using personal or annual leave for exceeded time beyond the maximum permitted, use [Form 430-1A, Request for Leave](#).
3. If you have questions about tuition reimbursement, please visit [OHRD Tuition Reimbursement](#) or call 301-315-7383.
4. If you have questions about Released Time for Support Staff to Attend School, contact Mr. Victor Santiago, staff development program manager, at Victor_R_Santiago@mcpsmd.org or 301-217-5121.

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