

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Release Time

CHAPTER: X

SECTION: 6

EFFECTIVE DATE: 1/1/14 (previously incorporated in Work Related Travel, Continuing Education, and Library Business Requests)

REVISION DATE: 9/5/2024

I. STATEMENT OF POLICY

“Release time” is time off granted to employees from their ordinary work to participate in employer-approved activities. There are a variety of reasons an employee may request release time. This policy shall establish appropriate use of release time and how to request release time.

II. RELEASE TIME

A. General Provisions

1. All use of release time is subject to approval of the employee’s supervisor.
2. Additional approval may be required based on the type of release time being requested.
3. Employees must document release time on their timesheet in accordance with the guidelines for the type of release time used.

B. Professional Development

1. Employees may request time off from their ordinary work to participate in professional development activities.
2. Guidelines for requesting and documenting release time for professional development can be found in the [Professional Development](#) policy.

C. Library Business

1. Employees may request time off from their ordinary work to participate in library business.

2. Guidelines for requesting and documenting release time for library business can be found in the [Library Business](#) policy.

D. Union Release Time

1. The specific rules relating to union release time shall be governed by the respective bargaining agreement, where applicable.
2. Employees must provide their supervisor notice of their need for union release time to ensure appropriate coverage.

E. Other

1. Other types of release time may be specified by bargaining agreements or benefits packages.
2. Human Resources may also approve release time at their discretion for circumstances that require an employee's attendance at an event outside their normal work location.

III. RELATED POLICIES

[Professional Development](#)
[Library Business](#)