



Education Hours Application Registered Nurse Bargaining Unit

Please complete this application **prior** to registering for an education event. Submit completed application to Department Leadership.

All nursing bargaining unit, benefits eligible employees who have been employed by RCHSD for a minimum of one (1) year, shall have access to an Education Bank Hours of up to sixteen (16) hours per fiscal year to be used in conjunction with a leadership approved Education Plan to attend non-mandatory nursing related classes and seminars which have been approved by the CA BRN for continuing education. Refer to Technical Collective Bargaining Agreement, Article XIX (Education); Section 1905 (Education Hours Bank).

Please complete **ALL** fields below. **Applications submitted with missing or incomplete fields WILL BE RETURNED for completion.**

1. Date Application Submitted	
2. Name of Applicant	
3. Employee ID	
4. Immediate Supervisor	
5. Job Title	
6. RCHSD email address	
7. Type of Education Event	
8. Full Name of Education Event	
9. Date of Education Event	
10. Total # of Hours Requested	

(For Department Leader Use Only)

<input type="checkbox"/> Request Supported Education hours used by employee this FY: _____	
<input type="checkbox"/> Request Denied Max hours already used this fiscal year _____ Class/Seminar does not qualify _____ Other: _____	

Signature: _____	Date: _____
------------------	-------------

Employee Process: *Submit calendar request in API/ LaborWorx (Add Calendar> Date> Pay Code = "RN Education"> Start Time> Hours (per day)> Requested Reason = name of event> Save), this calendar request will be approved by your leader.*