



# Education Hours Application Technical Bargaining Unit

Please complete this application **prior** to registering for an education event. Submit completed application to Department Leadership. Department Leadership will forward to the Benefits Team in Human Resources for verification of funds and final approval.

*All technical bargaining unit, benefits eligible employees who have been employed by RCHSD for a minimum of one (1) year, may request to utilize Education Bank Hours up to one regularly scheduled shift per fiscal year to be used to attend a job related training or educational program that promotes the employee's performance of his or her job duties. Approval will be subject to the availability of allocated funds. 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	

<b>(For Department Leader Use Only)</b>	
<input type="checkbox"/> Request Supported Education hours used by employee this FY: _____	
<input type="checkbox"/> Request Denied <input type="checkbox"/> One shift already used this fiscal year <input type="checkbox"/> Training/Program not related to job duties <input type="checkbox"/> Other: _____	
Signature: _____	Date: _____

<b>(For Human Resources Use Only)</b>	
Education Bank Funds Available (Y/N): _____	
Hours approved FYTD: _____	
Verified By: _____	Date: _____

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