

What is Release Time?

Release Time is one of the many components of the T.E.A.C.H. program's associate degree scholarship. It is paid time off that allows recipients to attend class, study, work on projects, or handle personal needs. Release time can be given weekly, during mid-terms or final exams, or when a teacher has a project due. Release time is not optional and must be given to each recipient that is enrolled in classes.

Frequently Asked Questions

How do I schedule release time?

Meet with your participant(s) to discuss what course(s) she/he plans to take for the upcoming semester. Then arrange release time schedules before classes begin. If your center is supporting more than one recipient at a time, it is helpful for everyone to be involved in the discussion. A concrete plan laid out at the beginning of the semester can ensure that all recipients receive their release time in a consistent and equitable way. **Be sure to work out a release time schedule that suits both the sponsoring center and scholarship recipient.** Directors can then obtain substitute coverage in advance, if necessary. Planning ahead will also discourage students from asking center directors for release time at the last minute.

Should I give release time to employees who attend class in the evenings or on weekends?

YES!! This time is provided to help working students manage the stress of going to school, working and caring for their families. We encourage all participants to use this important component of the scholarship. Below you will find suggestions to provide release time even if a student does not leave the facility to attend class during their workday.

Do I have to hire a substitute to provide release time?

NO!! Release time is any paid time that a student uses to study, attend class or handle personal needs. Center directors can offer study time during the day (rest time) when no substitutes are needed or use staff from other classrooms as substitutes. We encourage each center to find what works best for their program.

Do I have to pay my employee for release time?

YES!! The recipient should be paid at his/her hourly pay rate when release time is given. The Alabama Partnership for Children then reimburses the center \$3.50 for every hour claimed, not exceeding the maximum number of hours per a semester.

Creative Ideas For Giving Release Time

Some students may need regularly scheduled release time during their workday to attend class, but for those that do not...

- Offer release time for students to study or use the center's computer for papers and class projects.
- Schedule release time when classroom ratios go down. Scholarship recipients can leave work early and if necessary, directors can use staff from another classroom to substitute.
- Provide a half or whole day off before a test, final exam or when a class project is due. This will give scholarship recipients the extra time needed to prepare for these big events.

Use the Form C, Release Time Reimbursement Claim Form, to request payment from the Alabama Partnership for Children. Release time is a reimbursement, and it should be claimed only after it has been provided. Payment is made to the center. Turning over a release time reimbursement check to a recipient does not fulfill the release time component. Release time must be given to each scholarship recipient as paid hours, not as cash or checks.

If you have any additional questions about release time, please contact the T.E.A.C.H. scholarship program at 334-271-0304.