

Request to Take Classes During Working Hours

To: _____ (Supervisor)

From: _____ (Support Staff Member)

Date: _____

RE: Request to Take Classes During Working Hours for _____ semester, 20 ____.

I am requesting your approval to take the following class(es) during my normal working hours for the above semester. I am also providing the following information.

Line Number	Course	Time	Days	Building/Room

With your approval, I would like to make up the hours in the following manner:

Approvals: _____ (Supervisor) _____ (Date)

_____ (Vice President) _____ (Date)

Note: Retain a copy of this memo for yourself and send original to Human Resources (Wickes 373) after all signatures have been obtained.