

HUNTINGTON BEACH CITY SCHOOL DISTRICT

HBETA REQUEST FOR RELEASE TIME

The Board shall grant twenty-five (25) days of released time without loss of pay or benefits to be used by the Association President or his/her designee to attend to Association business. The President shall provide the District with advance notice prior to his/her absence when absence is required; preferably one or two days. District shall bear the substitute cost. Fifteen (15) additional days, excluding state/national meetings per Education Code 44987, shall be granted to the Association President or designee to attend to Association business, with the Association to bear the substitute cost. The number of days may be increased by mutual agreement. Minimum notice may be waived by the District. (Section 4.5)

Time to be used for: Association Business Negotiations

Date(s) Leave is Requested: _____

Amount of Time Requested: _____ Days

Release time is being requested for the following teachers:

<u>Teacher</u>	<u>School and Grade</u>	<u>If prearranged, Substitute Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved by:

Association President

Assistant Superintendent, Human Resources

Date

Date

DISTRICT USE

Days allotted for association business for year: 25
Days used to date: _____
Days remaining to date: _____
Days used this request: _____
Days remaining: _____
Days used this year for negotiations: _____

Distribution of Copies:

HBETA
Assistant Superintendent, Human Resources
Principal