



# University of New Haven

## REQUEST TO ATTEND CLASS DURING NORMAL WORKING HOURS

### **Instructions**

This form must be approved by your supervisor as well as the Senior Officer of your Department. Please attach this approved form to your Tuition Assistance Application and forward both documents to the Human Resources Office. Your tuition assistance will not be approved if this this form does not accompany your application.

### **Section 1: To Be Completed by Employee**

<b>Name:</b>	<b>Date:</b>
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I am requesting supervisory approval to attend the class listed below during normal working hours.

Name of Course	Scheduled Day(s)	Scheduled Time(s)

The reason for taking this course during workday is as follows:

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The time lost from my job will be made up as follows:

Lunch Hours	Vacation Time	Other

### **Section 2: To Be Completed by Supervisor**

Supervisor Name	Approval	Supervisor Signature
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### **Section 3: To be Completed by VP/Officer**

VP/Officer Name	Approval	VP/Officer Signature
	<input type="checkbox"/> Yes <input type="checkbox"/> No	