

Release Time Standard Practice for Facilities Services

To build equity across Facilities Services, the following statement establishes release time standards and practices for FS employees.

For the following **designated events**, FS employees will be granted release time of 30 minutes in addition to their break or lunch time to attend:

- Annual Benefits Fair (enrollment period)
- Staff appreciation events sponsored by the UW, Finance & Facilities or FS
- Transportation Fair
- LCVI Career Development Fair
- FS All Staff meetings or other FS events

These events are made available to all employees to build University community, to enhance employment knowledge, and to recognize staff.

Campus **events targeted at special needs and/or interests** will not generally warrant release time for FS employees. Employees should be given the opportunity to attend these events on breaks at their own discretion. Work time shall not be used to attend these events. If some employees in a unit have a business need to attend an event, the unit Manager may authorize attendance. Examples of such special interest events include: Biz Tech, Quake Fest, visits by VIP's or political figures, Home Improvement Fair, student events such as Dawg Days, and building dedication ceremonies.

Attendance at events for which release time is provided must be accounted for on time sheets, as appropriate for the unit. Employees whose work assignments require attendance at an event should list the activity as their work assignment, as appropriate.

It is expected that **events not addressed** in this statement will arise from time to time. For such events, FS Directors will consult with FS Organization Resources & Relations and with other Division Directors.