
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: CLASSES DURING WORKING HOURS

NUMBER: PRO 5-01

REFERENCE:

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The College encourages all employees to pursue a formal education, but this goal should balance against each department's work requirements to provide proper services to our students and staff. Advance permission to sign up for a class during a scheduled work day can be granted by the Supervisor, subject to the following guidelines.

- a. Classes should be taken during non-scheduled working hours. However, should that not be possible a supervisor may establish a flex work schedule for the employee to take a course during working hours.
- b. Any working hours lost shall be made up during the work week, and no Compensatory Time shall be allowed for the make-up work. Employees who foresee a conflict between work schedules and classes must consult with their Supervisor well in advance of the registration period.

New: 12/08/1997

Revised: 12/16/2008