

Ventura County Community College District

Course/Wellness Request Form

(for permanent classified employees only)

Note: Classes may be taken only during the semesters (fall and spring). Wellness may be taken all year as long as it is a class or monitored activity (per section 10.21 of the agreement between SEIU and the District).

A maximum of 3 1/2 hours of release time may be given to take one course, including travel time or 3 hours per week for monitored wellness activity or fitness center utilization. Additional time will be made up during the same work week.*

Name _____ College _____

Employee ID No. _____ Classification _____

Course No.: _____ Course Name: _____ Location: _____

Time: _____ Days: _____ Start Date: _____ End Date: _____

What will the course credit be applied to?

- checkbox Degree program - specify program
checkbox Certificate - specify program
checkbox Work-related - please describe how this course is related to your work assignment
checkbox Wellness - specify class
checkbox Wellness - if a college class is not being taken, specify activity**

*Specify make-up time to be made during the same work week:

**To be utilized only when employee has reached the limit on the number of times a course may be repeated or specific wellness activity is not a course offering.

Employee's Signature _____ Date _____

Separator line of diamond symbols

For College Employees: Immediate Supervisor Approved/Disapproved

President Approved/Disapproved

Vice Chancellor, Human Resources Approved/Disapproved

Separator line of diamond symbols

For District Employees: Immediate Supervisor Approved/Disapproved

Vice Chancellor, Human Resources Approved/Disapproved

