

Release Time Instructions and Claim Form (Form C)

As part of the TEACH Early Childhood® Minnesota scholarship contract, a TEACH scholarship recipient or apprentice is eligible for paid release time each semester or quarter. Release time is paid time away from work where the employer pays the regular hourly wage of the recipient and receives a reimbursement for those hours from the TEACH program at the end of each semester or quarter. This added benefit is designed to help create a better balance between work, college, and personal responsibilities for your scholarship recipient. The recipient may use release time to attend class, study, or take care of personal responsibilities. Even if a recipient takes classes outside of regularly scheduled work hours, the recipient is still entitled to the same amount of release time. *(Directors and assistant directors who are scholarship recipients are NOT eligible for release time.)*

Release time hours should be offered up to a maximum of 48 hours per semester or 36 hours per quarter (****see note below for apprentices****). **Recipients should be paid their full regular wage while on release time hours, these hours should NOT be part of a recipient's PTO hours.** Release time hours are flexible and may be given weekly or combined between weeks to give a recipient a half or whole day off, it is not required to give a specific amount each week.

The TEACH program will reimburse the sponsoring employer for the claimed release time, at a rate of **\$20 per hour**. To receive this reimbursement, the scholarship recipient and employer must complete, sign, and submit the Release Time Reimbursement Claim (Form C) – see next page – by the deadlines listed below.

****For Apprenticeship recipients****: Apprentices receive additional release time up to 96 hours per semester or up to 72 hours per quarter.

Semesters follow this schedule:

Fall Semester	Spring Semester	Summer Semester
September-December	January-May	June-August
Form C Due: February 1 st	Form C Due: July 1 st	Form C Due: October 1 st

Quarters follow this schedule (Rasmussen University only):

Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
October-December	January-March	April-June	July-September
Form C Due: February 1 st	Form C Due: May 1 st	Form C Due: August 1 st	Form C Due: November 1 st

If you have questions about how to complete the Form C or if you have problems scheduling release time, please contact your TEACH or Apprenticeship coordinator or email: teach@childcareawaremn.org

TEACH Release Time Reimbursement Claim Form (Form C)

Please fill in the total number of hours of release time received each month below. This form must be signed by the scholarship recipient and their supervisor. Email completed form to your TEACH or Apprenticeship Coordinator or teach@childcareawaremn.org.

Employer Information

TEACH Recipient/Apprentice Name:

Program Name and Address:

Supervisor Name:

Semester or quarter covered by this claim (choose one)

☐ Fall

☐ Winter

☐ Spring

☐ Summer

Year:

Release Time Claimed

Month	# of Release Hours (round to nearest half hour)
Total Hours:	

For TEACH recipients: TEACH will reimburse for up to 36 hours per quarter or 48 hours per semester for every “active” term during which the recipient takes at least one credit paid for by TEACH.

For Apprentices: TEACH will reimburse for up to 96 hours per semester or 72 hours per quarter.

Please note due dates on the instruction page.

I certify that the amount of release time being claimed is correct to the best of my knowledge. I understand that this information is being given for the receipt of reimbursement for release time; deliberate misrepresentation of the hours being reported may subject me to forfeiting my release time reimbursement and/or participation with the TEACH scholarship program.

Signature of Employer

I certify that all release time that is being reported has been given to me during the semester/quarter identified above.

Signature of TEACH Recipient or Apprentice