

# TEACH EARLY CHILDHOOD® RELEASE TIME Q&A

## What is release time?

Release time is paid time off from the employer that is given to recipients of the comprehensive Associate, Bachelor's, and BA Plus scholarships models. Recipients should be paid their normal rate of pay, and the employer will be reimbursed. The paid release time can be used to attend class, study, and/or attend to personal needs that cannot be done during work or class.

## How much release time is allocated to each scholarship recipient?

The amount of release time a scholarship recipient is eligible for depends on the scholarship program and option the employer chooses. For the comprehensive Associate and Bachelor's Degree Scholarships for Teachers, recipients under Option 1 will be given one hour of release time for each credit hour taken, not to exceed 6 hours per week. Recipients who are on the Option 2 model of the comprehensive Associate Degree or Bachelor's degree scholarship, the Associate Degree Quick Start/Final Step for Teachers, Associate Degree for Early Childhood Apprentices or the comprehensive BA Plus Scholarship are eligible for 3 hours of release time per week during a semester. Recipients who are on the Associate Degree for Family Child Care Providers are eligible for 2 hours of release time per week during a semester.

## How will the employer get reimbursed for release time?

Employers receive a Form C for each participating scholarship recipient who is eligible for release time. The Form C allows the employer and recipient to track release time throughout the semester. Both the recipient and the employer are required to sign as to the accuracy of the claim. Once TEACH receives the claim, reimbursement can take up to 8-12 weeks. Employers will be reimbursed at 60-100% of the claimed hours at a rate of \$10.00-15.00 per hour, depending on the scholarship program. This reimbursement is paid to the employer to help cover the costs associated with providing release time to the recipient. Family child care providers are paid directly for the release time and have a special form to claim release time per semester.

## Who benefits from release time?

Both the employer and the recipient benefit from release time. Recipients can use release time to attend class, study, complete assignments, or attend to personal needs that they otherwise would not be able because of work and school. The employer gets an employee who is more likely to be successful in school, brings new, creative ideas to the classroom and is more focused on their job responsibilities.

## What if the employer is not able to give the complete amount of release time as required by the scholarship contract?

If an employer is supporting multiple scholarship recipients there are a several creative options that can be explored to provide release time. These include providing release time in smaller increments by allowing recipients to come in late or leave early during the week, paying recipients for lunch breaks (whereby they are not responsible for a group of children at this time), or adding release time to their annual or personal leave bank and the employer can claim reimbursement when the time is given. For teachers on the Option 1 model, you can limit the number of credit hours you will support each semester to reduce the number of release time hours required or consider switching to Option 2, which only requires 3 hours per week.

## Who can I contact for more information about release time and reimbursements?

Please contact the recipient's scholarship specialist or anyone else in the TEACH office with additional questions. Our office is open from 8:00 am to 5:00 pm, Monday through Friday.

# TEACH Early Childhood Scholarship Program Release Time Reimbursement Process

