FACILITIES
UNIVERSITY of WASHINGTON

Release Time

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

For the following designated events, UW Facilities 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 UW Facilities
- UW Facilities All Staff meetings or other UW Facilities 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 UW Facilities 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 department have a business need to attend an event, the supervisor may authorize attendance.

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, supervisors should consult with their manager.