

Making TEACH Release Time Work for You

Paid release time allows TEACH scholarship recipients to attend class or study without having to use leave time or take time off without pay.

This critical support helps TEACH recipients balance the responsibilities of going to college, working full-time and caring for their own families.



FOR SPONSORING EMPLOYERS

Ways to manage TEACH release time:

- **Develop** an internal approval process for release time.
- **Meet** with recipient(s) to discuss course options and arrange a release time schedule before the semester begins.
- **Schedule** release time during normal work hours, weekly or in larger blocks throughout the semester.
- **Let recipients know** that unanticipated staff changes can impact release time.
- **Submit** your request for release time reimbursement to PACCA monthly or at the end of each semester.

Employer requirements:

- **Provide** some release hours each semester. Consider the course schedule, level of difficulty and recipient's needs.
- **Ensure** adequate staff coverage. Release time schedules may need to change if coverage is not available.
- **Pay** recipients their normal hourly rate for release time.

FOR SCHOLARSHIP RECIPIENTS

How to schedule release time:

- **Meet** with your director, before registering for class, to discuss course options and what release time can be accommodated.
- **Consider** course requirements and what schedule of release hours you'll need.
- **Balance** day-time classes with evening, online and/or hybrid options.
- **Adhere** to release time policies set by your employer.

What to do if you don't receive release time:

- **Contact** your director to inquire about the process.
- **Reach out** to your Scholarship Counselor who can help you and your employer understand how release time works and provide technical assistance.

Questions about release time?

Contact your TEACH Counselor!

teachinfo@pacca.org

(888) 296-1917 | pacca.org

Creative Release Time Solutions



Offer release time during rest time

or when classroom ratios go down.

Hire a substitute

specifically to cover release time, for programs sponsoring several recipients.

Provide a half or whole day off

before an exam or when a class project is due.

Pay recipients for lunch breaks

to use as release time.

Release Time FAQ's

Should employers give release time to TEACH recipients who attend online or evening classes?

YES. Release time helps recipients manage the stress of going to school, working and caring for their families. Recipients are eligible to receive release time even if they don't need to leave the facility to attend class during their workday.

Do recipients in summer/accelerated semesters receive the same amount of release time?

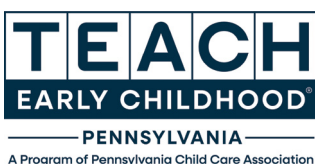
YES. For shorter semesters, recipients can use more release time per week than the maximum weekly amount stipulated in the contract. However, it may be challenging to use all available release time during short semesters.

Do employers have to hire a substitute to get reimbursed for release time?

NO. Center directors can offer study time during the day (rest time) when no substitutes are needed or use staff from other classrooms for coverage. We encourage each employer to find what works best for their program.

IMPORTANT REMINDERS

- Scholarship recipients can receive up to 15 hours of release time for each credit enrolled for up to a maximum of 90 hours per semester.
- Recipients who need more than the maximum number of hours can use leave time or take time off without pay.
- Unused release time may not be carried over to the next semester.



TEACH Early Childhood® Pennsylvania is administered by the Pennsylvania Child Care Association (PACCA) and is a licensed program of Early Years.



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