

## Post-Award Request for Released Time

### Section 1: Purpose of the form

This form enables department heads and program directors to direct funds that are freed when part of an employee's state-funded salary and benefits are replaced with an equal amount of salary and benefit funding from external grants and contracts. This type of replacement is appropriate when (1) the employee will be released from part of his or her normal, paid duties to work on the grant or contract and (2) it is necessary to replace those duties by paying someone else to do them. In this case, the replaced state funding will be transferred to a released time account specified in the form. The funds in this account enable the department head or program director to replace the duties from which the employee has been released.

The correct rate at which salary and benefits are to be replaced is the fraction of the job duties from which the employee is to be released. For this purpose, a 100 percent teaching responsibility for an academic year appointee is 24 credits per academic year. See Section 5 of this form for examples.

### Section 2: Information about normal duties

Employee name: \_\_\_\_\_ Empl ID number: \_\_\_\_\_ AY \_\_\_\_\_ FY \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief summary of duties from which the employee will be released:

Corresponding fraction of the contract year (see examples in section 5): \_\_\_\_\_ %

Calculation of state-funded salary to be released (Up to the amount available in the grant for regular salary):

annual salary × percent released = total

\_\_\_\_\_ × \_\_\_\_\_ = \_\_\_\_\_

Released time account to which the released state funding will be transferred:

Please attach a copy of the Job Data Change, PAR, or expenditure correction form, or a screen print of the HRMS budget table showing beginning and ending dates, grant accounts from which salary and benefits will be paid, and amount of salary to be paid.



**Section 5: Examples**

(Please note- The amount to be released from Section 1 must be in the grant budget as regular salary.)

*Example 1:* a full time academic year employee is to be released from one three-credit course, and the teaching must be replaced. The amount of section 1 salary to be released is:

$$(3/24) \times (\text{AY salary}),$$

since a 100 percent teaching responsibility is 24 credits per academic year.

*Example 2:* the same employee is to be released from one four-credit course, and the teaching must be replaced. The amount of salary to be released is:

$$(4/24) \times (\text{AY salary}).$$

*Example 3:* a full-time academic year employee whose job description includes 10 percent in service duties is to be released from all service duties for half of the academic year, and the duties must be replaced. The amount of salary to be released is:

$$0.1 \times \frac{1}{2} \times (\text{AY salary}).$$