

Taking Course Work During the Workday

General

Utilities employees may request approval to register for up to three semester hours of course work per long session semester or summer session per University policy: Taking Course Work During the Workday ([See HOP 5-2140](#)). Employees may use up to three hours of work per week to attend a college level course at The University of Texas at Austin or any other local college or university.

Definition of Local

“Local college or university” is defined as located within the Austin city limits. An employee may request to attend a college or university located outside the Austin city limits. These cases will be reviewed on a case-by-cases basis.

Travel Time

Reasonable travel time to and from class may be included as work time. Utilities defines reasonable travel time as no more than 30 minutes each way to class.

Approval Process

Requests to take course work should be submitted by the employee to the supervisor, Assistant/Associate Director, and then to the Executive Director of Utilities for review and approval. The request will be reviewed to determine if the proper disposition of work can be made to accommodate the course work.

Benefit Type	UT (Only)	Local College/Univ. (includes online courses)	During Workday	Not During Workday	Job Related	Not Job Related
SEB	✓	x	✓	✓	✓	✓
Utilities	✓	✓	✓	✓	✓	✓
Time	✓	✓	✓		✓	✓