

**EMCBC CREDIT HOUR NOTIFICATION AND PRE-APPROVAL FORM**

Employee \_\_\_\_\_

Date of Request \_\_\_\_\_

Pay Period Beginning \_\_\_\_\_

DATE	FROM	TO	AMOUNT EARNED	Approval Signature and Date, if applicable
TOTAL EARNED TIME				

\_\_\_\_\_  
(Employee) Date

\_\_\_\_\_  
(Supervisor) Date

**By signing, the employee and the supervisor certify that the attached credit hours reflects all credit hours earned during the applicable pay period and credit hours requiring pre-approval were approved prior to the start of the earning of the applicable credit hours.**

**Note:** Credit hours must be earned before they may be used. A maximum of 24 credit hours may be carried over to the next pay period for full-time employees; part-time employees may carry over ¼ of the biweekly basic work requirement. The earning of more than 2 credit hours per day or prior to 6 a.m. or after 6 p.m. must be pre-approved by supervisor.

Credit hours may be earned in 15 minute increments.