

RELEASED TIME

(page 30 of the Harvard University & HUCTW Personnel Manual,
July 1, 2007 – June 30, 2010)

5. Released Time for Retirement-Oriented Development

Employees who have completed 10 or more years of service and who are at least 60 years of age may be granted time off with pay for the purpose of pursuing retirement-oriented development if, in the opinion of the supervisor, staffing and workload permit. The purpose of the time off is to allow the employee, in the years immediately preceding planned retirement, to participate in volunteer activities or other specific developmental programs (for example, a vocational or second career skills development), which will facilitate planning for later age. Such time off normally will not exceed 3 hours per week and will require a letter from the employee to his/her supervisor detailing the activity. If release time is granted, a supervisor may require evidence of employee participation. Time off for an activity of unspecified duration (e.g., on-going volunteer work) is subject to quarterly review in terms of department needs and appropriate pre-retirement transition.