

## **CAS Release Request Procedures**



- ✚ CAS Rep Council or Committee Chairs will submit a release request to the CAS Vice President, indicating the reason for the request, and the members that will need release time. Please indicate 1) if the release will be CAS or CTA, 2) date, 3) location, 4) time and 5) purpose.
- ✚ The CAS President and or Vice President will need to approve the request for release.
- ✚ Once approved by the CAS President/Vice President, the request will be submitted to the CAS Secretary.
- ✚ The CAS Secretary will email the Human Resources Department, and a copy will be sent to the CAS Officers as well as the members that the release time is being requested for.
- ✚ Once CTA Human Resources has processed the release request, they will send an email to the member, the member's Supervisor/Manager and the CAS Officers informing them that the member(s) will be on release on a specific date and time.
- ✚ The member is responsible to notify the CAS Officers in the event not all release time is needed, so DHRM may be notified. For example, if you have release time all day to attend a meeting and it is scheduled in HQ, and you work in HQ and the meeting ends at 12:30 p.m.; the member is to return to work and let the CAS Officers know what time the meeting was concluded. Please be mindful that a CAS Officer must keep track of all releases, CAS and CTA.