



HUMAN RESOURCES  
MANAGEMENT

## **Use of State Time for Class Attendance - Fee Waiver Program**

Permission may be granted for an employee to use a reasonable amount of work time in at least one work-related or approved career development course per semester. Approval may be granted if the course is taken at CSUDH and the appropriate administrator determines that the operational needs of the department will be met in an orderly and normal manner. Employees taking courses during their lunch hour or working hours must obtain prior approval from the appropriate administrator.