



**ADDENDUM TO REQUEST FOR TUITION REMISSION  
FOR MOU COVERED NONEXEMPT EMPLOYEES**

I certify that this request for tuition remission meets the criteria described in ARTICLE 34 of the MOU with MCEA for Nonexempt employees:

“Eligible employees will be permitted, with supervisory approval, to adjust their work schedules or, at the employees discretion, to use available leave to take a course or courses totaling no more than four credit hours per regular academic term (does not apply to special sessions), provided that any time missed to attend class be made up by the employee during the work week in which the time is missed, in the performance of the employee’s regular duties during regular work hours, and provided the course cannot otherwise be scheduled during non-work hours.”

**I have attached my course schedule for review and approval.**

Adjusted Work Schedule, if applicable

	Start	Break	Lunch	Break	End	Leave usage, if applies
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						

My course schedule does not require a work schedule adjustment.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Printed Name of Supervisor

\_\_\_\_\_  
Supervisor Signature & Date