



STATE OF WISCONSIN  
Department of Employee Trust Funds  
David A. Stella  
SECRETARY

801 W Badger Road  
PO Box 7931  
Madison WI 53707-7931

1-877-533-5020 (toll free)  
Fax (608) 267-4549  
<http://etf.wi.gov>

***CORRESPONDENCE MEMORANDUM***

**DATE:** November 25, 2011  
**TO:** Teachers Retirement Board  
**FROM:** Bob Conlin, Deputy Secretary  
**SUBJECT:** Teachers Retirement Board Employer Release Policies

**This memorandum is for discussion purposes only. No Board action is required.**

At the September Board meeting, the Board expressed interest in a future discussion concerning Board members' ability to get time off from work to attend meetings. At the request of Chair Mishler, I contacted Board members to solicit samples of employer policies concerning time off to attend Board meetings.

I received six responses. The responses are summarized below. The names of the submitters, and their employers, have not been included. It is anticipated that this memorandum will serve as a basis for an initial discussion at the December meeting, with follow-up at future meetings, if necessary.

- Employer allows release time and hires substitute teacher.
- Employer allows release time as part of "union activities" that benefit district.
- Employer requires loss of pay unless attendance is covered as a "union day." Union routinely grants coverage.
- Employer allows attendance for current term of the Board member but will re-evaluate attendance policy when term ends.
- Employer allowed release time to attend and provided a substitute teacher as "union release time," but authorizing language no longer in contract.
- Employer allows attendance with no loss of pay but Board member is responsible for ensuring coverage for any classes missed (guest speaker, out-of-class assignment, etc.).

I will be available at the December 1 meeting to answer any questions you may have.

Board	Mtg Date	Item #
TR	12.1.11	3D