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|  SEMINAR AND MEETINGS ATTENDANCE | NO. 416 |
| POLICY:It is the policy of the facility to encourage employees to attend seminars and / or meetings to broaden skill levels.PROCEDURE:1. Requests for attendance at seminars, conferences or meetings must be submitted to the appropriate Department Head for approval.
2. Educational leave may be granted for attendance at an educational seminar which is aimed primarily at professional growth.
3. Employees being reimbursed for attendance have an obligation to share with their peer group subject matter from the conference. Employee should arrange follow-up presentations with their supervisor.
4. Attendance at meetings which require a registration fee in excess of $100.00, overnight accommodations, and travel expenses must have prior approval by the Administrator. A travel advance payment request must be submitted with documentation attached for accounting processing.
5. Department Heads are encouraged to attend their professional meetings and to have their staff attend local programs whenever possible as the schedule allows.
6. Budgets will be established for each Department for the above purposes.
7. Approved employee travel expenses will be reimbursed at the current standard approved IRS mileage rates.

REF.: Continuing Education |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 1 |