

**03.614 Absence to Attend Conferences, Training Programs, and Professional Meetings.**

1. Policy. It is the policy of the System to grant permission to members of the staff to attend conferences, training programs and professional meetings when it is determined that such attendance will enhance the prestige of the System and will contribute to the professional/personal development of the individual and to the advancement of knowledge within his or her professional field.
2. Approval. Requests for such permission should be initiated by the staff member at the departmental level and approved by the head of the department or division.
3. Type of Absence. Absence from the employee's designated headquarters under these conditions is not considered as a leave of absence, but rather as a part of the individual's regular activities.
4. Travel Reimbursement. The policy and procedure for approval of travel requests and reimbursement of travel expenses incurred in attending conferences, training programs and professional meetings is presented in the Fiscal and Administrative policies.