

**Meetings,
Conferences, and
Workshops**

An employee may attend and participate in meetings, conferences, and workshops that will contribute to job growth and development. When attendance at such events is recommended or required by the Executive Director or another entity, personnel may attend with the Executive Director's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required. Expenses shall be reimbursed in accordance with CFC(LOCAL).

Employees may request in writing to the Executive Director or designee to attend other meetings, conferences, or workshops of special interest to the employee. When attendance is not recommended or required, the employee shall use available personal leave and expenses shall not be reimbursed.

Release Time

Requests for release time with pay to attend professional meetings shall be considered on a case-by-case basis. The responsibility for justifying the employment-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee can obtain specific information related to his or her job description that will assist the ESC in improving services to school districts.