

## **PROFESSIONAL LEAVE**

Leave with pay may be granted to employees for the purpose of attending direct job/university related conferences, workshops, and/or seminars for personal and professional development where said development will benefit the university. Sorority and Fraternity (or any social organization) conference attendance is not included. The University may or may not contribute to the expense incurred for attendance to these functions. A request for leave form must be completed. All employees utilizing Professional Leave are expected to return to work if the meeting concludes before the end of the workday. The Leave form should reflect the beginning and ending of the meeting. In addition, a paid leave form must be submitted and approved if the employee does not plan to return to work.