

# Rock Valley College

## RVC Board Policy 3:30.130

### Leave for In-Service Training and Workshops

An employee may request to be released from regular duties to attend in-service training and workshops without loss of pay. The College will not pay overtime to attend workshops and/or in-service training requested by an employee. Remuneration for expenses shall be according to Board policy.

Leave for in-service training or workshops shall be granted on the following basis:

- a. Appropriateness to duties of person requesting leave.
- b. Budgeting restrictions.
- c. Previous participation in similar program.
- d. Seniority.
- e. Best interests of the College as determined by the immediate supervisor and the appropriate Leadership Team member.

Requests to attend in-service trainings and workshops must be in writing and submitted to the immediate supervisor and the appropriate Leadership Team member for approval.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 1152, 1170

**Implemented:** September 4, 1973

**Revised:** April 8, 2014