

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4115 ABSENCE FOR PROFESSIONAL MEETINGS AND CONFERENCES

Professional leave days with or without pay may be granted upon recommendation of the Director and approval by the Board for the purpose of attending or participating in professional meetings, library workshops, seminars or conferences.

As far as possible, the privilege of attendance at such meetings should be rotated among members. Active participation in programs or committee work shall determine professional leave priority.

Staff members requesting professional leave days shall make their request in writing to the Director well in advance of conference.

The Director shall approve professional leave requests and the Board of Trustees shall authorize such professional leave and may authorize payment of conference expense, dependent upon availability of funds.