



Department: Human Resources
Policy Number: HUM-A078
Effective Date: 5/9/16

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

LEAVE FOR VENDOR ENDORSEMENT

It is the policy of the Clarksville-Montgomery County School System (CMCSS) to provide eligible employees professional leave for observation/participation in events sponsored by vendors if recommended by the supervisor and approved by the respective department chief. Such leave is granted for professional purposes only and to enhance the employee’s contributions to the district.

The employee shall make application (Professional Leave Form, PAY-F007) for the authorization at least 10 school days/work days in advance of the occurrence.

Expenses paid for by a vendor may include registration, hotel, meals, and travel.

Professional leave will not be approved if the employee is to receive honorarium, stipend, or any other compensation that exceeds the above mentioned expenses. Employees may request personal or vacation leave in these cases.

Implementing Procedures: None

Associated Documents: PAY-F007
ACC-F003

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/9/16		Initial Release
4/24/17	A	Added “work days” to para.2.

***** End of Policy *****