

RVC Board Policy 3:30.075

Leave for Non College Sponsored 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. However, the College will provide compensation for hours worked during the employee's standard work schedule while participating in non-college sponsored in service training and workshops. The College will not pay overtime to travel, lodge, eat meals or 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 and/or applicability to job duties of employee 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.
- f. Operational needs of the employee's department during the requested period of leave.

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, 8377

Implemented: September 4, 1973

Revised: April 8, 2014; April 28, 2026