

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.610 Absence to Attend Conferences, Professional Meetings and Community Service</b>	

Policy Statement.

It is the policy of the health science center to grant permission to members of the faculty and staff to attend conferences, educational programs and professional meetings when it is determined that such attendance will enhance the prestige of the health science center and contribute to the professional development of the individual and to the advancement of knowledge within his/her professional field.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

**1. Conferences and Professional Meetings**

Employee/  
Department  
Official

a.) Approval: Approval of requests for professional development for faculty or staff rests at the departmental level by completing a travel voucher. Approval of requests for department heads and above shall be forwarded through normal administrative channels to the appropriate vice president.

b.) Travel Reimbursement: The policy and procedure for approval of travel requests and reimbursement of travel expenses incurred in attending conferences and professional meetings is stated in the UNTHSC-FW Travel Allowance Guide

**2. Community Service:** It is the policy of the health science center to grant permission to a member of the faculty and staff to participate in community service activities under the following circumstances.

Employee/  
Department Official

a.) The event must be a public event open to the entire community.

b.) The event must promote the goals of the institution or enhance its position within the community.

c.) The request for support must be as an institution, not as an individual.

d.) The institution must get recognition for its participation.

e.) The involvement of center employees must be as support mechanisms for the event, not as competitors either individually or as a team.

f.) Approval by the department head must be obtained before a commitment to provide community service is made.

3. **Time Records:** Absence from the employee's designated headquarters under the above circumstances is not considered as a leave of absence, but rather as a part of the individual's regular activities. Such time shall be recorded on the departmental time records as time worked. The department may arrange the employee's work schedule in order to prevent overtime from occurring.
- Employee/  
Department  
Official

References and Cross-references.

None

Forms and Tools.

Request for Approval to Travel

Travel Voucher

Leave Form

Approved: 9/1/2006

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Revised: