

PID NO. 50 - 9

DATE: September 1, 1991

SUBJECT: Personnel

TITLE: Professional Meetings
and Seminars

- I. REFERENCE: Code of Maryland Regulations, Section 06.01.10
- II. APPLICABLE TO: All Employees
- III. PURPOSE: To establish policy regarding release time to attend professional meetings, seminars and similar work-related activities.
- IV. DEFINITION: None
- V. PROCEDURE:
 - A. The Agency has adopted as policy the Code of Maryland Regulations of the State Department of Personnel, Section 06.01.10 (Out-Service Training).
 - B. The Director/designee may release employees with pay to attend approved professional meetings, seminars and similar work-related activities. These programs should be appropriate to the areas in which the employee works and should be viewed as necessary training in accordance with the regulations listed above.
 - 1. Out-Service Training Form must be filled out for meetings held outside the State.
 - 2. Written requests to obtain this release time should be made to the Director/designee with sufficient justification and approval of the Department Head and Associate Director.
 - 3. Requests for reimbursement of funds must be made using the Out-Service Training form for training within or outside the State.
 - 4. Requests for release time for training within the State that does not involve reimbursement of funds can be approved by the Director without making application on the Out-Service Training Form. Again sufficient documentation should accompany the request to the Director and should have the approval of the Department Head and Associate Director.

VI. Recision: PIR 50 - 12, dated 2/17/81

Joseph Henneberry
Director