

### Conference and Workshop Attendance

Section 1. General. The Board may provide released time without loss of pay to an employee for the purpose of attending a conference or workshop in the area of the primary assignment.

Section 2. Reimbursement. The Board may provide reimbursement for travel and lodging if an employee is accompanying students as part of an approved educational program, i.e. vocational agriculture.

Section 3. Released Time. The Board may provide released time without loss of pay and mileage to any qualified employee asked to serve on an accreditation/education team for the North Central Association, State Department of Education, etc.

All requests for said meetings must be submitted to and approved by the building principal and Superintendent prior to the date of attendance.

All requests will be submitted to the Board at each regular meeting for review and will be made a matter of record of said meeting.

A substitute will be provided for the regular employee when deemed necessary.