

### CONFERENCE AND MEETING LEAVE

The code "E" on monthly absence reports is to be used for educational leave granted by the Vice Chancellor, Human Resources or College President for the following:

1. Authorized leave with pay for meetings, conferences and other professional activities.
2. In-service training leave.
3. Release time for United Faculty members
  - a. Attendance at conferences and seminars related to labor relations activities with maximum of 1,080 hours a year ( $2 \times 15 \times 36 = 2 \text{ FTE}$ ) with no more than 108 hours a year per person ( $3 \times 36 = 1/5 \text{ FTE}$ ).
  - b. Negotiating sessions with not more than 7 members to be released at one time. Grievance resolution with not more than 5 members to be released at one time.
  - c. Leave with pay for educational conferences and meetings.
4. Release time for Local 1 members
  - a. Consultation meetings with no more than 2 members to be released at one time unless mutually agreed to prior to the meeting.
  - b. Negotiations with no more than 8 members to be released at one time.
  - c. Grievance resolution with one member plus the grievant to be released.
  - d. Leave with pay for educational conference or in-service training leave.
5. Full-time Faculty A and A/C Assignments

Conference and meeting leave can be authorized for "AC" assignments only if it is in conjunction with leave granted for an "A" contract assignment on the same or following day (per Article 12.9 of the United Faculty Contract). Under these circumstances, the faculty member should indicate on the Request for Leave form that the request applies to both the "A" and "AC" assignments for the leave period.

6. Hourly Part-time Faculty and Hourly Classified Employees
  - a. Hourly part-time faculty and hourly classified employees are compensated on an hourly basis and there is no provision for paid conference and meeting leave to attend conferences, etc. unless the employee is specifically assigned to attend by their immediate supervisor.
  - b. Those part-time faculty and hourly classified employees who are approved by their supervisor to attend a conference or meeting must complete a Conference/Meeting Attendance form indicating the activity, dates, and any anticipated expenses to be incurred. The form must be submitted to the supervisor and be approved at least one week prior to the activity. A copy of the completed form must be attached to any expense report submitted.
  - c. Hourly classified staff who are assigned to attend a meeting or conference will only be compensated for the hours approved by the supervisor. The hours must be listed on the Conference/Meeting Attendance form and will be compensated at the hourly rate of pay for which the employee was hired. This time should be submitted on a timecard in the month of attendance.

7. Non-Exempt Employees

Travel time for all employees designated as non-exempt shall be in accordance with Human Resources Procedure 3200.10 - Travel Time for Classified Employees.

United Faculty Agreement, Article 3.5 & 12.8  
Public Employees Union, Local 1, Article 7.9 & 9.11.3