

County of Elgin

Human Resources Policy Manual

Code - **NU**

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Section: **9**

Subject: **Education Leaves
With Pay**

Policy Number: **9.100**

Date Approved: **Oct. 1/87**

Date Last Revision:

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- (a) Attendance at courses and seminars during working hours of up to one (1) day in duration may be approved by the Department Head on his/her own authority.
- (b) Attendance at courses and seminars during working hours of more than one (1) day in duration must be approved by the Department Head and the appropriate Standing Committee before registration.
- (e) Refer to Policy 10.20 re: costs of courses.