



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
ACA 3-JTS-1D-14
ACA 3-JCRF-1D-08
ACA 1-JDTP-1D-12
ACA 3-JDF-1D-14
JPAS-2-7058, 7059

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Attendance at Professional Meetings

POLICY NUMBER: DJJ 106.1

TOTAL PAGES: 2

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APPROVAL: Ronald L. Bishop

, COMMISSIONER

I. POLICY

The Department supports the professional development of employees by encouraging employee attendance at professional job related meetings, workshops and conferences.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITION

Not Applicable

IV. PROCEDURES

A. Request for Time to Attend Professional Meetings

1. Any employee may request prior approval from their immediate supervisor for time away from their regular duties to attend professional job related meetings, workshops and conferences. The employee may be required to pay any fees and travel expenses.
2. Each request shall be submitted to the immediate supervisor in writing at least 30 days prior to the meeting, if possible, and shall include registration materials and related documents to justify the job related nature of the meeting and the time required.
3. Approved requests shall be recorded as time worked on the employee's timesheet, unless otherwise directed or authorized by the Department.
4. Requests for other paid leave for professional meetings shall be approved in advance by the Appointing Authority.

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B. Requests for Funds to Attend Professional Meetings

1. For purpose of this policy, no distinction shall be made between the sources of funds.
2. Advance approval shall be obtained for payment or reimbursement of fees and travel expenses for participation in meetings and activities of professional organizations. Travel requests shall be initiated as soon as possible and no later than one month before travel is to start. Any exceptions shall be supported by a valid reason acceptable to the supervisor.
3. Requests shall be submitted and follow the approved format to the immediate supervisor. If approved at this level, the request shall be forwarded through the appropriate chain of command.

C. Holding Office in a Professional Organization

1. Employees shall be encouraged to take leadership roles and serve as officers or committee members in recognized national, regional or state professional organizations.
2. Before accepting an office in an organization involving time away from normal working hours, employees shall determine jointly with their supervisor that both Department and organizational duties can be performed without detriment to either.

V. MONITORING MECHANISM

Supervisors shall be responsible for insuring the procedures are followed.