

# UIC HR POLICIES AND PROCEDURES

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MANUAL  <p style="text-align: center;">Human Resources</p>	SECTION  <p style="text-align: center;">Leaves and Absences</p>	PAGE  <p style="text-align: center;">1 of 1</p>
SUBJECT  <p style="text-align: center;"><i>Attendance at Approved Events</i></p>		EFFECTIVE  REVISED  <p style="text-align: center;">6/6/00</p>
ISSUED BY  <p style="text-align: center;">Assistant Vice President for Human Resources</p>	APPROVED BY  <p style="text-align: center;">Chancellor</p>	

**PURPOSE**

To define University policy regarding attendance of employees at UIC-related events and meeting and to identify eligibility requirements for approved events and meetings.

**SOURCES AND BACKGROUND**

University of Illinois Policy and Rules

**APPLICABILITY**

All UIC employees

**POLICY**

Certain events and meetings enhance UIC employment and campus life and are approved for employee participation. These events include, but are not limited to, such activities as official “status” committee meetings designated by the Chancellor, attendance at University-sponsored conferences, representation of other employees at grievance meetings, authorized visits to the Human Resources Department regarding matters of employment, and official meetings of the Staff Advisory Council or the Academic Professional Advisory Committee.

Employees may be released from work without loss of pay to attend such events and meetings whenever operations permit. As long as supervisors receive adequate notice of such approved events and meetings and coverage can be arranged, every effort should be made by departments to release employees to attend.

**PROCEDURES**

**RESPONSIBILITY**

1. Employee
  
2. Supervisor
  
3. Associate Director for Academic Human Resources/  
Human Resources Records Officer

**ACTION**

- Advises supervisor as far in advance as possible of an approved event or meeting to be attended.
- Determines if event is appropriate for release time off from work. Contacts the Human Resources Department with questions regarding whether an event or meeting is to be considered for an excused absence with pay and arranges for coverage for the employee so attendance can be approved.
- Advises departments regarding events and meetings suitable for time off from work.