

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Educational Conferences and Travel Expenses	<b>SECTION:</b> E <b>POLICY:</b> 1
<b>DATE:</b> September 2004 <b>REVISION DATE:</b> January 2006	<b>Administrator's Signature:</b> _____	

**EDUCATIONAL CONFERENCES AND TRAVEL EXPENSES**

**POLICY:**

Leamington Mennonite Home recognizes the importance of training and development of staff and encourages training and development in following areas:

- Training of new employees
- Improving the performance of experienced employees and
- Developing employees for the future.

**PROCEDURE:**

- An Educational Conference request form must be filled out (attached). The staff member's immediate supervisor must sign an approval and the form is then submitted to the Administrator.
- Travel expenses will be paid, only in special circumstances.
- Paid absence for the purpose of attending an educational event will be at the discretion of the Administrator.
- All requests must be submitted to the Administrator and attached to a copy of the program brochure/pamphlet.
- All requests will be kept on file.
- The staff member will be notified by the Administrator for approval. If the request is not approved, the Administrator will discuss the reasons with the staff member.

**Note:** Where the Home has paid an employee to take a full course which upgrades their qualifications, the Administrator may require a future work commitment before funding the course.

The Leamington United Mennonite Home and Apartments

Educational Conference Request

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Department: \_\_\_\_\_

3. Reason for Request: (Attach Brochure)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Date(s): \_\_\_\_\_

5. Summary of Costs:

(a) unpaid day off \$ \_\_\_\_\_

(b) paid day off \$ \_\_\_\_\_

(c) registration fee \$ \_\_\_\_\_

(d) travel costs: Describe \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(e) Lodging:

Room Rate \$ \_\_\_\_\_  
x \_\_\_\_\_ days = \$ \_\_\_\_\_

(f) Meals: \$ \_\_\_\_\_ x \_\_\_\_\_ days = \$ \_\_\_\_\_

6. Approved: Department Head \_\_\_\_\_

7. Approved: Administrator \_\_\_\_\_